

CONTRACTUAL AGREEMENT

BETWEEN

MARCELLUS CENTRAL SCHOOL DISTRICT

MARCELLUS, NEW YORK

COUNTY OF ONONDAGA

AND THE

MARCELLUS FACULTY ASSOCIATION

JULY 1, 2017 – JUNE 30, 2022

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**ARTICLE 1:00
PROCEDURAL AGREEMENT**

1:10 RECOGNITION

During the period of this agreement, the Marcellus Central School District Board of Education recognizes the Marcellus Faculty Association as the exclusive negotiating agent for all certified personnel, full-time and part-time, including school nurses, (Appendix 1:10 identifies the salary, benefits, and terms of employment for school nurses) and athletic trainers (Appendix 1:11 identifies the salary, benefits, and terms of employment for athletic trainers) (except Superintendent of Schools, Assistant Superintendents, Director of Pupil Services, Assistant Superintendent for Business, all other Administrators, and all teachers hired for less than thirty (30) consecutive school days. At the discretion of the Superintendent of Schools, a teacher hired for an anticipated duration of thirty (30) or more consecutive school days who is absent for a legitimate reason during the first thirty (30) school days may be recognized as part of the bargaining unit upon completion of thirty (30) non-consecutive school days of service.

1:20 AREAS FOR DISCUSSION AND AGREEMENT

This constitutes an agreement between the Marcellus Central School District Board of Education and the Marcellus Faculty Association to reach mutual understanding regarding matters related to terms and conditions of employment.

1:30 PROCEDURES FOR CONDUCTING NEGOTIATIONS

1:31 Negotiating Teams: The Superintendent and/or his designated representative(s) will meet with representatives designated by the Marcellus Faculty Association for the purpose of discussion and reaching mutually satisfactory agreements.

1:32 Opening Negotiations: The Marcellus Faculty Association and the Marcellus Central School District Board of Education agree to open negotiations no later than February 1 of each contract year upon written request by the Marcellus Faculty Association or the Superintendent of Schools. (All issues proposed for discussion shall be submitted in writing by the employee organization and the Superintendent or their designated representative at the first formal meeting following agreements on procedure for negotiations.)

1:33 Negotiation Meetings: The Board of Education and/or designated representative(s) shall meet at mutually agreed upon places and times with representatives of the Marcellus Faculty Association for the purpose of effecting a free exchange of facts, opinion, proposals, and counter-proposals in an effort to reach mutual understanding and agreement. All meetings will be executive meetings. Following the initial meetings as described in Section 1:32 above, such additional meetings shall be held as the parties may require to reach an understanding on the issue(s) or until an impasse is reached.

1:34 Exchange of Information:

1:341 Both parties and/or the Superintendent shall furnish each other, upon reasonable written request, all available information pertinent to the issue(s) under consideration.

1:342 Answers to proposals shall be submitted to the other party within a mutually determined time.

1:35 Consultants: The parties may call upon consultants to assist in preparing for negotiations and to advise them during conference sessions. The expense of such consultants shall be borne by the parties requesting them.

1:36 Release of Information: The parties agree that, during the period of negotiations and prior to reaching an agreement that any item to be released to the public concerning these negotiations will be first submitted to the opposite party for discussion between the chief negotiators. This should not be interpreted as a method of blocking the release of this information.

1:37 Reaching Agreement: When consensus is reached covering all areas under discussion, the proposed agreement shall be reduced to writing as a memorandum of understanding and submitted to the Marcellus Faculty Association and the Board of Education for approval. Following approval by a majority of the membership of the Marcellus Faculty Association and by a majority of the Board of Education, it shall be signed by the Superintendent and the President of the Marcellus Faculty Association and shall become a part of the official minutes of the Marcellus Central School Board of Education. When appropriate, provisions in the agreement shall be reflected in the individual certificated employee's salary notice. The agreement shall not discriminate against any certificated member of the staff, regardless of membership or nonmembership in any local professional organization.

**ARTICLE 2:00
LEAVES**

2:10 SICK LEAVE

2:11 Sick Days:

2:111 Certified staff members shall be advanced sick leave for each month remaining in that school year as follows:

<u>Certified Staff Member</u>	<u>Monthly Amount</u>
10 month employee	1.20 days
11 month employee	1.18 days
12 month employee	1.16 days

First year certified personnel are not eligible for current year's sick leave allowance until they report for duty and are physically capable of performing their duties.

2:112 Sick leave shall be earned:

10 month employee - 12 days/year
11 month employee - 13 days/year
12 month employee - 14 days/year

A staff member who is absent due to illness for five (5) or more consecutive working days may be required by the District to produce a doctor's note verifying the need for leave time due to illness.

2:12 Accumulation: Individual sick leave days may accumulate to a maximum of two hundred (200) days.

2:13 Notification: At the beginning of each school year, each staff member may request, in writing, the total number of individual sick days which have been accumulated to date.

2:14 Maternity Leave: Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. Sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities. (See APPENDIX 2:14)

2:15 Sick Leave Bank:

2:151 At the beginning of the 2013-14 school year, the District shall donate 160 days to the sick bank.

- 2:152 Beginning in the 2013-14 school year, employees within the MFA bargaining unit, unless they have opted out of participation in the sick leave bank (see immediately below), shall contribute 1 of his/her individual sick leave days to the sick bank. All days in the bank, including both District-donated days and employee-donated days, shall roll over from year to year. Bargaining unit members who wish to opt out of the sick bank must notify the District in writing by September 9, 2013 on a form mutually agreed upon by the Superintendent and the MFA. New employees who are part of the bargaining unit must notify the District in writing within 10 school days of commencement of their employment of their decision to opt out of the sick leave bank.
- 2:153 If the number of days in the bank falls below 80 (including both District-donated days and employee-donated days), the District shall automatically deduct from each member of the bank one additional sick day to be contributed to the bank. If a member does not have any sick days when the automatic deduction happens, the District will deduct one (1) sick day from that member immediately upon accrual of additional sick days.
- 2.154 At the beginning of each school year subsequent to the 2013-14 school year, if the bank is below 160 days (including both District-donated days and employee-donated days), the District shall contribute enough days to the bank so the balance shall be 160 days to start the school year.
- 2.155 Sick bank days may only be used after a teacher's accumulated sick leave, including sick days, family sick days, and personal leave, has run out. Use of sick bank days will cease when the person dies, recovers, or Disability Insurance coverage takes over.
- 2.156 The maximum number of days from the bank that any individual may use in any school year is thirty (30).
- 2:157 Application for sick bank days shall be made to the Superintendent on the form mutually agreed upon by the Superintendent and the Marcellus Faculty Association. (APPENDIX 2:154)
- 2.158 Direct donation of sick leave days from one bargaining unit member to another will not be permitted.

2:20 FAMILY ILLNESS

Absence occasioned by an illness in the certified staff member's immediate family shall be granted at full pay for a maximum of five (5) days per year. Immediate family includes spouse, children, parents, mother-in-law, father-in-law, grandparents, grandchildren, brothers, sisters, or a domestic partner of the employee living in the

household of the employee, or others at the discretion of the Superintendent of Schools. Days can be taken beyond the five-day limit and shall be taken as sick leave.

2:30 FUNERAL LEAVE

2:31 Absence occasioned by attendance at a funeral in the immediate family (same definitions as in 2:20) shall not be construed as sick leave. Leaves for funerals of members of immediate families shall be granted at full pay for a maximum of five (5) days per funeral.

2:32 Any extension beyond these limits shall be deducted first from personal leave days and then from sick leave days. Leave for funerals of some other persons other than immediate family shall be deducted first from personal leave and then from sick days.

2:40 PERSONAL LEAVE

2:41 For the transaction of personal matters, there shall be an allotment of four (4) days at full pay. Reasonable notice of such leave shall be given as soon as possible. Permission must be granted by the Superintendent of Schools or his designated representative(s); i.e., Building Principal. (Items covered: own wedding; college graduation for self, spouse, son or daughter; taking son or daughter to college in freshman year; legal transaction; required court business; religious or other at the discretion of the Superintendent of Schools).

2:42 For three (3) of the personal days, no reason need be given except when they fall prior to or subsequent to a holiday or vacation, in which case they must be for a reason specified in Section 2:41, above, and they may not be for travel convenience, or other vacation or holiday convenience, or lengthening the vacation or holiday, unless the Superintendent of Schools determines, at his or her discretion, that there are extenuating circumstances supporting the use of personal days for travel-related reasons.

2:43 Any unused personal leave will be added to the individual staff member's accumulated sick leave in the next year.

2:44 Request for leave shall be made out on the attached form (APPENDIX 2:44) and except in the case of emergency situations submitted sufficiently in advance of the dates requested to be acted upon.

2:50 PROFESSIONAL LEAVE

2:51 Retirement System: Up to a maximum of three (3) officially authorized delegates and/or alternates as required will be given time off with pay to attend conferences of the New York State Retirement System. The District will assume responsibility for the delegates' and/or alternates' pay and for the payment of substitutes for them.

2:52 Marcellus Faculty Association Days: Up to a maximum of four (4) total days will be granted annually by the District to authorized delegates and/or alternates as required to attend conferences of State and National affiliates of the Marcellus Faculty Association. The District will assume responsibility for the delegates' and/or alternates' pay and for the payment of substitutes for them.

2:53 Educational Committees: Teachers may serve on educational committees or commissions such as those established by the state legislature, State Education Department, or others at the discretion of the Superintendent of Schools and when allowable expenses are paid by the sponsoring agency and are approved by the Superintendent of Schools.

2:54 Conferences: Institutes, Visitations:

2:541 Attendance: Teachers may attend conferences or institutes relating to their area of assignment or overall educational responsibilities as well as intra- and inter-school visitations upon advance approval of the building principal and Director of Pupil Services. The District will assume responsibility for the teachers' pay and the payment of the substitute.

2:542 Expenses: Reimbursement for expenses will be based on approved estimated expenses submitted prior to the attendance at the conference, institute, or visitation.

2:543 Procedures: (Conferences/Institutes)

A. The Administration will seek budget support for conference requests.

B. Teachers will be notified within fifteen (15) days of the submission of their request if their request is to be accepted and funded.

2:55 Chaperoning: Teachers assigned by the Administration to take part in, or chaperone, a school-sponsored trip will receive full pay and benefits with no loss of leave time.

2:60 LEAVES OF ABSENCE

2:61 Care of Sick Member of Immediate Family: Written request must be submitted to the Superintendent of Schools and Board of Education approval is required. Leave without pay may be granted for a maximum of two (2) semesters to staff members for the care of a sick member of the immediate family.

2:62 Work/Academic: Written request for work experience or academic leave must be submitted to the Superintendent, and, when approved by the Board of Education,

such leave will be granted without full pay. No increment will be granted unless the experience is in the field of teaching or academic study.

2:63 Childrearing: Childrearing leave may be applied for and granted for the purpose of childrearing after the birth or adoption of a child.

2:631 The teacher must apply for the leave within six (6) weeks after the birth or adoption of the child. Teachers applying for childrearing leave are required to apply on the standard form approved by the Superintendent and Marcellus Faculty Association President. (APPENDIX 2:631)

2:632 The leave shall be extended for the remainder of the school semester in which the child is born or adopted and may be extended for the next two (2) semesters as agreed upon by the teacher and the Superintendent of Schools. At the discretion of the Superintendent of Schools, a teacher may schedule a return to work from a childrearing leave in the middle of a semester rather than at the beginning of a semester. Additional leave requests will be processed under Section 2:67.

2:633 There shall be no compensation during this leave period.

2:634 During this leave, the teacher shall not engage in gainful employment, other than the approved occasional per diem substitute teaching, during hours that (s)he would normally be working as an employee of the Marcellus Central School District. If a violation is found, the District will have the option to cancel said leave and demand an immediate return to work of the employee in question.

2:635 In extenuating circumstances, the teacher may request, in writing, to return in advance of the scheduled return date. Within 10 days of receipt of that written request, the teacher and the building principal will meet to determine when the teacher should return in light of student needs. If the parties cannot agree, the teacher may return within 10 school days of the meeting.

2:636 Nothing contained in this provision shall diminish the rights provided to teachers under the Family and Medical Leave Act (“FMLA”) to take a leave of absence for the birth or adoption of a child, and such FMLA leave will run concurrently with childrearing leave under this provision.

2:64 Physical Examinations:

2:641 This Agreement does not abridge in any way the rights that the District has regarding physical or psychiatric examinations under Section 913 of the New York State Education Law.

2:642 It is agreed that the procedures set forth in this subparagraph will apply in only the following two circumstances: (i) where a bargaining unit employee seeks to begin or return from an extended leave of absence, and the District desires a doctor's assessment of the employee's physical or mental ability to perform in a satisfactory manner; and (ii) where a bargaining unit employee, who is absent due to illness or injury but who is not on an extended leave, seeks to return to work and the District desires a doctor's assessment of the employee's physical or mental ability to perform in a satisfactory manner. In such circumstances:

- (a) The Superintendent may request, at District expense, a physical examination from an employee's own physician to determine the physical and/or mental ability of said employee to perform work in a satisfactory manner;
- (b) If the Superintendent is not satisfied with the examination, he may request, at the District expense, that it be performed by a physician selected by the District;
- (c) If there is difference of opinion between employee's and the school's physician, the Superintendent will request at District expense the employee's and school's physicians to select a third (3rd) physician whose opinion would be binding on the parties concerning the health status or prognosis affecting the employee.

2:65 Military Service Leave:

2:651 Leave will be granted without pay for the duration of ordered military duty. The teacher is also entitled to receive thirty (30) days' pay. (Military Law Section 242)

2:652 The Board of Education will consider a leave if a person is drafted and subsequently enlists in the service. He will retain all job rights on his return to duty. Also, if the spouse is a member of the staff at the time of enlistment, the job rights will prevail.

2:66 Jury Duty and Court Appearance Leave:

2:661 Any certified staff member called to jury duty or subpoenaed to appear in court, shall notify the Superintendent of Schools as soon as notice is received.

2:662 If necessary, employees may request the court to defer jury duty or appearances before the court to a more appropriate time. The Superintendent of Schools will confirm and support such requests when necessary.

2:663 Employees attending jury duty, or having been subpoenaed to appear in the court, will receive full pay from the Marcellus Central School District and shall keep the normal per diem stipend paid to the employee by the court, to the extent permitted by applicable law.

2:67 Other Leaves of Absence: Requests for other leaves of absence will be considered for approval by the Board of Education on an individual basis upon written request to the Superintendent of Schools.

2:70 RETURN TO DUTY FROM LEAVE

2:71 Notification:

2:711 An express condition for the granting of long term leaves of absence without pay shall be the employee agreeing to notify the District in writing of his/her intent to return by March 1 and/or October 15 of the semester prior to the one in which the teacher plans to return.

2:712 If such notification is not received the District will notify the individual and Marcellus Faculty Association by certified mail of his/her obligation to notify the District and the individual will have thirty (30) days from the mailing of the notice to send a certified reply to the District.

2:713 If no reply is received by the District, the District will have the option to deem the position abandoned and the individual no longer in the employ of the District.

2:72 Extension: Unpaid, long term leaves of absence may be extended for up to twelve (12) months upon written application by the teacher to the Superintendent and approval of the Board of Education.

2:73 During the Leave of Absence:

2:731 The teacher will retain all unused accumulated sick leave.

2:732 The teacher may remain a member of the group insurance policy provided that (s)he pays the full cost of the insurance involved.

2:733 Unless specified and agreed to in writing by the Board of Education in advance, an unpaid leave of absence will not entitle the teacher to the acquisition of any increment during the absence nor shall it be counted as service rendered for seniority or step placement purposes if the teacher works in the District less than five (5) months during the year in which leave is implemented.

ARTICLE 3:00
RECRUITMENT, SPECIAL DUTY ASSIGNMENTS,
NOTICE OF INTENT

3:10 TEACHER RECRUITMENT

3:11 Posting: Whenever any vacancy or new position shall occur in any professional position (certified and/or instructional) in the District, written notice of such vacancy or new position shall contain all pertinent information relative to the vacancy or new position. Such posting shall be for at least ten (10) school days. During the summer months, posting shall be for at least fourteen (14) calendar days. Bargaining unit members wishing to be notified of vacancies or new positions outside the bargaining unit during the summer months must file their names and summer address in the District Office. Copies of the posting will be sent to the MFA President as they become available. A teacher so notified must respond within fourteen (14) calendar days of such notification if (s)he wishes to be given any consideration.

3:12 Application: Any qualified teacher may apply in writing for such vacancy or new position, and in filling such vacancy or new position the Board or its authorized representatives agree to give due weight to the professional background and attainments of all applicants.

3:13 Notification: All employee applicants shall be formally notified when such a position is filled by the Superintendent of School or his agent.

3:14 Representation in Hiring. In the hiring of new probationary teachers, the MFA will be given the opportunity to participate in the interview process. MFA representation may include Content Specialists and/or teacher of that grade level or subject area.

3:20 SPECIAL DUTY ASSIGNMENTS

Notification of extra-curricular appointments such as club advisors, athletics, etc., will be sent to staff members concerned, at least two (2) weeks prior to the beginning of the school semester (except where extraordinary circumstances preclude compliance with the above stated criteria). These appointments are subject to acceptance by the teacher.

3:30 NOTICE OF INTENT

3:31 Reduction in Force:

3:311 The District will notify the Marcellus Faculty Association President of potential staff cuts each school year. The Association President will have the right to discuss the proposed cuts with the Superintendent before the cuts are acted upon by the Board of Education.

3:312 By May 1, or within five (5) days of the Board of Education's adoption of a budget, whichever is later, the Association President and all affected staff members will be notified in writing of the cuts.

3:313 By June 15 of each school year the District will notify in writing the Association President and all affected staff members of the actual cuts enacted.

3:32 Continuation of Employment:

3:321 During the last year of a teacher's probation, the Superintendent will notify the probationary teacher whether or not he will recommend tenure by March 1. If the Board decides to question the Superintendent's positive recommendation, the Board will notify the teacher by April 1. These deadlines may be altered in special cases of teachers on leave of absence, whereby the deadline is extended an equivalent number of days to that of the leave grant in the current evaluation year, by the mutual agreement of the Superintendent and the Association.

3:322 The District will notify in writing the Association President and any staff member whose work it does not deem adequate for continued employment of its decision by May 1 of each school year.

3:33 Placement Verification: Prior to June 30 of each school year, the Marcellus Faculty Association may select a representative to meet with a representative of the District's Business Office for the purpose of verification of individual salary schedule step and column placement for the coming year. The information will be verified by June 30.

3:40 TRANSFER AND REASSIGNMENT

3:41 Definitions:

3:411 SENIORITY is defined as the length of continuous service in Marcellus Central Schools in a full-time probationary or tenured appointment since the date of most recent hire in a tenure area, less any time spent on unpaid leave. Credit for full-time, continuous employment (minimum of one [1] semester) within the same tenure area which immediately precedes a probationary appointment will be granted. This does not apply to credit towards probation or tenure. For individuals with equal service, seniority will be determined by the following, in order of listing:

- (a) The date upon which employment commenced;
- (b) The date of Board appointment;
- (c) Placement order on Board minutes at time of appointment.

- 3:412 SENIORITY LIST is the document developed by the District indicating seniority status of teachers by tenure area(s).
- 3:413 VACANCY refers to any position created when a teacher leaves the District or a new position is created by the Board of Education. The Board of Education reserves the right to fill or not fill any vacancy.

3:42 Reassignment of Teachers:

- 3:421 In reassigning (transferring) teachers, the Superintendent shall follow the following procedures:
- (a) Keep reassignments to a minimum;
 - (b) Seek and consider voluntary reassignments before any involuntary reassignments are made; and
 - (c) In cases in which a voluntary transfer is desired, the Superintendent will meet with the teacher and, upon request, provide rationale in writing for the decision. A similar meeting will be held, upon request, with teachers who are involuntarily transferred.
- 3:422 Transfers and reassignments will be based upon the following criteria:
- (a) Instructional requirements;
 - (b) Work performance and effects upon instruction;
 - (c) The teacher's area of competence;
 - (d) Major and/or minor field of study;
 - (e) The preference of the teacher;
 - (f) Seniority.
- 3:423 It is understood that any transfers, or reassignments, remain the final decision of the Superintendent of Schools.

ARTICLE 4:00
SCHOOL CALENDAR, DUTY FREE LUNCH
AND HOME OFFICE

4:10 SCHOOL CALENDAR

4:11 A tentative annual school calendar shall be conspicuously posted, ten (10) days prior to submission to the Board, in each of the building offices and faculty rooms to allow certified staff to review and the MFA President or his designee to recommend changes prior to its adoption by the Board of Education. The teacher work year shall not exceed one hundred eighty-five (185) days.

4:12 The District will have the right to schedule more days with the understanding that bargaining unit members will not be required to work any days in excess of one hundred eighty-five (185) days. If any scheduled emergency closing days above 185 are not used, the District will return the days at a place in the calendar determined appropriate by the District. If the number of emergency closing days used takes the number of days worked below 185, the District will not reduce scheduled vacation or add additional work days, unless the number of days worked would fall below the state aid minimum number, which is currently 180 days.

4:20 DUTY FREE LUNCH PERIOD

All teachers who supervise their students during lunch time shall receive a half hour (30 minutes) duty free period during the normal lunch hour. Teachers may leave the building during this time after signing out in the building office with the principal or his designated representative.

4:30 HOME OFFICE REQUIREMENT

The Marcellus Board of Education expects teachers in the normal conduct of their teaching duties to utilize home facilities to prepare instructional material, evaluate student work, and maintain a file of professional readings.

ARTICLE 5:00
CLASS SIZE

5:10 The Board of Education will continue its policy of keeping class sizes at the lowest possible level, within its financial ability.

ARTICLE 6:00
TEACHING HOURS AND ASSIGNMENTS

6:10 TEACHER WORKDAY

The teacher workday will not exceed seven (7) hours fifteen (15) minutes and shall be approximately the same in all buildings.

6:20 FRIDAYS AND DAYS PRIOR TO VACATION

On Fridays or days preceding a vacation, the teacher workday will conclude after pupil dismissal except at the K-6 level where, in order to provide the same length day as 7-12, teachers may report to work not later than five (5) minutes before student arrival.

6:30 LEAVING THE BUILDING

Teachers may leave the building when they are not assigned a duty after signing out in the building office with the principal or his designated representative.

6:40 DEPARTURE FOR COURSES

A teacher who must meet state certification or university advanced degree requirements related to his teaching assignment, or so desires to improve his competencies in same, through university course attendance that cannot be scheduled other than immediately following stated teacher departure time, may upon written application to and approval by the building principal, arrange for departure prior to stated departure time.

6:50 RELIEF BREAKS

Teachers, K-6, may request and will be granted a relief break not to exceed ten (10) minutes per day, when the teacher has no available non-student contact time scheduled for the morning or afternoon sessions. In the event of any alleged abuses, the Superintendent and the Association President will communicate with teachers the need to adhere to the limits of this provision.

6:60 SPECIAL AREA TEACHERS AND PART-TIME TEACHERS

Any full-time teacher of music, art, science, industrial arts, librarians, reading consultants, counselors and all other special area teachers shall be provided with relief and preparation time to the same extent as other teachers in the District. Part-time teachers will receive relief and preparation time in proportion to their schedules.

6:61 PART-TIME TEACHER CALCULATION

The method for determining the salary for part-time teachers, generally understood to be secondary “per period” teachers (e.g., 7-12 academic and 5-12 special area such as art, music, physical education, home economics, industrial arts, math lab, and reading lab),

except as stated in points number 2 and number 5, shall be as follows for basic teaching and planning responsibilities:

<u>Teaching Period</u>	<u>% of FTE Salary Rate</u>
1	20%
2	40%
3	60%
4	80%
5	100%

Elementary (K-6) part-time classroom teachers and K-4 part-time special area teachers, and K-12 resource room, gifted and talented teachers, generally not working on a “per period” basis shall be paid on the basis of time employed divided by 7.25 hours.

Time employed shall include the following:

1. For each 1 hour of instructional time a teacher shall be entitled to 15 minutes of planning time.
2. If a teacher works 4 hours or more per day (to include teaching and planning time) he/she shall be entitled to a 30-minute paid lunch period.

Part-time guidance counselors and psychologists shall be paid on the basis of time employed divided by 7.25 hours. If a counselor or psychologist works 4 or more hours per day, he/she shall be entitled to a 30-minute paid lunch period.

Each part-time teacher, upon employment, shall be advised by the Superintendent or his/her designee as to their specific periods of assignment (i.e., teaching, supervisory, afterschool assignment(s)).

6:70 TEACHING ASSIGNMENTS

6:71 Student Contact Time: In the teacher workday (7-12), a bargaining unit member will be guaranteed a maximum pupil contact and/or supervisory contact time of three hundred twenty (320) minutes. At (K-6), maximum student contact time is three hundred fifteen (315) minutes (average daily).

6:72 Non-Student Contact Time:

6:721 Each bargaining unit member will be guaranteed a duty-free period (approximately forty [40] minutes) within the student day, each day.

6:722 It is recognized that the remaining non-student contact time, duty free, is for various activities associated with the educational program, including those professional duties/activities scheduled reasonably in advance between the administrator and teacher, subject to mutual

agreement or postponement by the teacher and administrator, unless an exceptional or unique condition exists. It is understood that curriculum writing and development is excluded from the professional duties/activities referred to above.

- 6:73 Faculty Meetings: One (1) hour (sixty [60] minutes) per week may be used for building and/or District meetings.
- 6:74 Periods and Preparations (7-12): No teacher (7-12) shall be assigned more than five (5) teaching periods per day. Whenever possible, no teacher (7-12) shall be assigned more than three (3) preparations.
- 6:75 Voluntary Teaching Duty: A teacher may volunteer for teaching duty in lieu of supervisory duty. If a teacher (7-12) volunteers for a (6th) teaching period, his/her schedule will be six (6) teaching periods, one (1) supervisory period, and one (1) duty-free period.
- 6:76 Non-Teaching Duties: Efforts will be made to assign non-teaching duties equitably to groups of teachers and to aid the teachers in sharing joint responsibilities of supervision time.
- 6:77 Supervisory Periods:
- 6:771 Homeroom periods of less than sixteen (16) minutes will not count as supervisory duty but will count as student contact time.
- 6:772 Teachers (7-12) will be assigned no more than two (2) non-teaching (supervisory) duty periods per day.
- 6:78 Academic Teachers: An academic classroom teacher (7-12) shall be assigned no more than one hundred forty (140) pupils for grading purposes.
- 6:80 **DISTRICT COMMITTEES**
- All appointments of bargaining unit members to District committees shall be voluntary.

ARTICLE 7:00 EVALUATION

7:10 DEFINITIONS

- 7:11 State-Mandated APPR for Covered Professional Staff. As required by law, the District maintains and APPR plan applicable to certain bargaining unit positions as defined by State law. The State-mandated APPR plan is separate from, and is not a part of, this collective bargaining agreement.
- 7:12 APPR for Non-Covered Professional Staff: For bargaining unit positions not covered by the State-mandated APPR, the parties maintain an APPR plan that is contained in Appendix 7:13. The parties agree that the following components of Appendix 7:13 will be referred to the Professional Development Committee for recommended revision: (a) dates for “Reflection”; and (b) attribute areas (i.e., realign from Danielson Rubric to N.Y.S. Teaching standards). Those recommendations will be provided to the MFA President and the Superintendent of Schools (or their designees) for review and discussion. While consensus as to the recommended revisions is preferred, the final decision will rest with the Superintendent (or his designee).
- 7:13 Classroom Observation(s). A visit by an appropriate administrator or his/her designated representative to a bargaining unit member (also referred to as a “Professional Staff Member”) in the performance of his/her duties. Only Building Administrators or District-wide Administrators will be required to act as an observer for the purpose of making an observation report.
- 7:14 Classroom Observation Report: The written comments and observations on the overall quality of the Professional Staff Member’s work.
- 7:15 Annual Professional Performance Review (“APPR”): For Professional Staff not covered by State-mandated APPR, the written comments by the Building Principal or second (2nd) observer based on the criteria listed on the forms in APPENDIX 7:13.
- 7:16 Observation Year. The observation year shall be from September 1 through June 30.
- 7:17 Notice of Jeopardy. For any probationary Professional Staff Member whose employment may be in jeopardy due to questionable professional service, written notification must be received by the Professional Staff Member and MFA President by March 1, of the current year.

7:20 PURPOSE

For those Professional Staff Members covered by the State-mandated APPR (which is not a part of this collective bargaining agreement), the State-mandated APPR document contains a statement of purpose. For those Professional Staff Members not covered by

the State-mandated APPR, the purpose of having Performance Evaluation is to improve the quality of education in the Marcellus Central School District and to help Professional Staff Members improve their skills. A second purpose, for all Professional Staff Members, is to compile adequate information to validate decisions concerning continuation of employment or termination of employment.

7:30 PROCEDURES

7:31 Monitoring. All monitoring or observations of the working of a Professional Staff Member shall be conducted openly.

7:32 Criteria.

7:321 Criteria. For those Professional Staff Members not covered by the State-mandated APPR plan, criteria are found in Appendix 7:13.

7:322 Notification of Criteria. The State-mandated APPR and its evaluation criteria, or Appendix 7:13 and its evaluation criteria, as applicable, will be provided to, and reviewed with, Professional Staff Members at the annual orientation of new Professional Staff Members.

7:33 Non-Interference. No observation shall cause a Professional Staff Member to change his/her normal teaching-learning processes for the duration of a particular observation period unless such processes are perceived by the observer as a clear and present danger to health and safety.

7:34 Specification of Problem. Any statement by the evaluator which indicates that a Professional Staff Member has a need to improve his/her skills in the learning situation being evaluated, will offer the evaluator's interpretation of the apparent need, and cooperatively, the evaluator and the Professional Staff Member will develop suggested procedures designed to allow for improvement.

7:35 Meetings and Evaluations. For Professional Staff Members not covered by the State-mandated APPR: (a) at the request of either party, a pre-Observation meeting will be held between the evaluator and the Professional Staff Member; and (b) an evaluation report will be completed by the appropriate administrator each school year.

7:36 Classroom Walk-Throughs and Performance Improvement. These provisions are applicable to all Professional Staff Members, including those covered by the State-mandated APPR.

7:361 If a performance issue is identified in a Classroom Walk-Through (which is an approximately 3-5 minute process), and is confirmed by one other observer performing a Classroom Walk-Through (i.e., inter-rater reliability), an Administrator will meet with the Professional Staff Member to identify and discuss the areas of concern.

- 7.362 The Administrator will make suggestions and recommendations for improvement. The Administrator will collaborate with the Professional Staff Member in this process.
- 7.363 The Administrator will provide strategies, training, etc. to support and facilitate the suggestions/recommendations for improvement.
- 7.364 Regular meetings will be held to monitor progress. At the conclusion of such meetings, the Superintendent and the MFA President will be notified in writing (e.g., by e-mail) by the Administrator that such a meeting has been held.
- 7.365 If, after a reasonable period of time (each case is measured based on its circumstances), satisfactory progress is not made, the Administrator may formulate a TIP. The Administrator may require that the TIP include a provision for unannounced observations of the Professional Staff Member.
- 7.366 The TIP (or its content concerning the problem and progress -- or lack of progress -- toward improvement), will be considered at the time of the preparation of the Professional Staff Member's APPR, but the TIP will continue as necessary.
- 7.367 A. Announced Observation Meeting. Upon request of either party, an Announced Observation meeting related to a TIP, will be held between the evaluator and the Professional Staff Member.
- B. Purpose of the Pre-Meeting. The purpose of this meeting is to make the evaluator aware of the teaching-learning situation to be evaluated or to make the Professional Staff Member aware of what is expected in the teaching-learning situation.
- C. Follow-Up Conferences. Each Walk-Through and TIP observation of record will be followed by a personal conference (wherever possible within five [5] school days) between the Professional Staff Member and the evaluator for the purpose of clarifying the written observation report unless waived by both parties.
- D. Duration of Observation. Each TIP-related observation for the purpose of record shall be for the major portion of that lesson (or class period).
- E. TIP-Related Observation Reports and Evaluation Reports.
- (i) All observation reports and evaluation reports for the purpose of the record will be reduced to writing and a copy given to the Professional Staff Member.

- (ii) The Superintendent of Schools, building principal, or his/her representative will review these reports with the Professional Staff Member within ten (10) school days from the date of the observation or evaluation. Failure to do so will make the reports invalid.
- (iii) If the Professional Staff Member disagrees with the observation reports or evaluation report, (s)he may submit a written answer which will be attached to the file copy of the observation report or evaluation report if submitted by the Professional Staff Member within thirty (30) school days of the date of the report. The Professional Staff Member's signature on the observation report or the evaluation report will be understood to indicate his/her awareness of the material but in no instance will said signature be interpreted to mean agreement with the content of the material.
- (iv) A Professional Staff Member may request in writing and will be granted a meeting with the Superintendent and/or building principal to review the written report in question. Association representation will be allowed.

7:40 PERSONNEL FILE

- 7.41 Review. The Professional Staff Member shall have the right to review the contents of his/her personnel file originating after the original employment and to have a representative of the Association accompany him/her in such review.
- 7.42 Placement and Response. The Professional Staff Member will be copied on any and all new material placed in his/her personnel file. The Professional Staff Member may submit a written notation within thirty (30) school days of the date on which the Professional Staff Member is notified that such material is to be placed in the file. These notations shall be attached to the file copy of the material in question. If any of the material in the file is subsequently cited in a disciplinary action or a tenure decision, the thirty (30) day period will be waived.
- 7:43 Awareness. If the Professional Staff Member is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material and shall not be interpreted to mean agreement with the content of the material.

7:50 NOTIFICATION

Any serious complaint made against a Professional Staff Member by any person will promptly be called to the attention of the Professional Staff Member. If said complaint is to be placed in the Professional Staff Member's personnel file, the statute of limitations

for this action will be thirty (30) school days after the administration receives notification of the complaint.

7:60 DISMISSAL

As required by law, for those Professional Staff Members covered by the State-mandated APPR, the State-mandated APPR will be a significant factor in employment decisions. For those Professional Staff Members not covered by the State-mandated APPR, the APPR Plan contained in Appendix 7:13 will be a significant factor in employment decisions. In addition, for all Professional Staff Members, any other factors not prohibited by law may be considered by the District in making an employment decision.

ARTICLE 8:00
FACULTY ADMINISTRATION COMMITTEE

8:10 PURPOSE

The purpose of this committee will be to serve in an advisory capacity to the building principal concerning all matters pertaining to the educational program and building working conditions in that particular school.

8:20 MEMBERSHIP

8:21 This committee shall be composed of at least the following members:

- (a) the Building Principal;
- (b) a Marcellus Faculty Association Building Representative; and
- (c) two (2) other from the building concerned; one (1) from the administrative staff appointed by the Building Principal and one (1) or two (2) teacher members elected by the building faculty to constitute a committee of at least four (4) members.

8:22 The size of the Faculty Administrative Committee may be enlarged by mutual agreement between the building administrator and the MFA Building Representative.

8:30 FIRST MEETING

The Marcellus Faculty Association Building Representative will call the first (1st) meeting of the committee during September of each school year.

8:40 MINUTES

Minutes of each building meeting shall be posted in each Teacher's Room in the building concerned, as soon as possible following each meeting, and a copy forwarded to the Superintendent of Schools, the Marcellus Faculty Association President, and the Building Representative.

8:50 USE OF TEACHER AIDES

In each building the Faculty Administration Committee shall be charged with making recommendations for the use of teacher aides and teaching assistants to be considered by the appropriate building administrator.

**ARTICLE 9:00
PROFESSIONAL DUTIES**

9:10 DUTIES

9:11 No teacher aide will perform a duty usually associated with a teacher's professional duty (i.e., regular classroom instruction, lectures, internal substitution).

9:12 Non-professional duties of teachers will be kept to a minimum and will be equally distributed among the faculty of each building.

9:20 LUNCH DUTY

Teachers are specifically exempt from assigned lunch duty. If teacher coverage is needed, teachers may volunteer for cafeteria duty at the rate of: 2017-18 - \$31.01; 2018-19 - \$31.97; 2019-20 - \$33.18; 2020-21 - \$34.24; and 2021-22 - \$35.34 per day's assignment (not longer than one [1] lunch period). A teacher may agree to be assigned lunch duty in lieu of one non-teaching (supervisory) duty period per day, or they may accept payment as per contract.

**ARTICLE 10:00
INSURANCE**

10:10 HOSPITAL, MEDICAL, SURGICAL, PRESCRIPTION DRUG, DISABILITY, AND LIFE

10:11 Hospital, Medical, Surgical, Prescription Drug:

10:111 The Insurance plan will contain the benefits currently provided by the Classic Blue Regionwide Plan as administered by Excellus BC/BS. The co-pay on the prescription drug rider shall be as follows: (i) as of January 1, 2014, five dollars (\$5.00) for generic drugs, fifteen dollars (\$15.00) for preferred brand-name drugs, and thirty dollars (\$30.00) for non-preferred brand-name drugs; and (ii) as of September 1, 2019, ten dollars (\$10.00) for generic drugs, twenty dollars (\$20.00) for preferred brand-name drugs, and thirty-five dollars (\$35.00) for non-preferred brand-name drugs.

10:12 Life:

10:121 The Life Insurance benefits will be the same as the plans in effect for the school year 1995-1996.

10:122 The Life Insurance benefit will be two (2) times the teacher's fiscal year salary.

10:13 Contributions:

The District agrees to pay the following premium costs:

- (1) Health Insurance.
 - (a) If the employee elects single coverage, ninety-five percent (95%) of the total cost of the single premium;
 - (b) If the employee elects family coverage:
 - (i) through December 31, 2013, the District will pay the premium share in effect during the term of the 2008-2013 collective bargaining agreement;
 - (ii) effective January 1, 2014, the District will pay ninety percent (90%) of the total cost of the family premium;
 - (iii) effective September 1, 2014, the District will pay eighty-nine percent (89%) of the total cost of the family premium;
 - (iv) effective September 1, 2015, the District will pay eight-eight percent (88%) of the total cost of the family premiums.

(2) Life Insurance.

The District agrees to pay one hundred percent (100%) of the life insurance premium.

10:20 DENTAL INSURANCE

10:21 The Marcellus Central School District will provide one hundred fifty (\$150.00) dollars per participating bargaining unit member per school year.

10:22 During school year 2002-03, the District will seek Association input and the District will then decide upon and offer a dental plan with improved coverages.

10:30 RETIREES

10:31 Retirees of the Marcellus Central School District shall be permitted to participate in the Group Based Medical-Surgical, Major Medical, and Dental Plans. Retirees who retired before July 1, 2000 will be responsible for one hundred (100%) percent of the premiums involved, paid quarterly in advance.

10:32 Bargaining unit members retiring from the District under a NYSTRS service retirement on or after July 1, 2000, and who have a minimum of 10 years of service in the District, shall be eligible for healthcare benefits upon retirement, under the plan covering active employees, as it may change from time to time, provided they have been participating in the coverage as an active employee at the time of their retirement. On behalf of such retirees and effective commencing July 1, 2002, the District will contribute 95% of the single premium if the retiree elects single coverage or an amount equal to 95% of the single premium toward family coverage if the retiree elects family coverage. The retiree is responsible for the balance of any premium, to be paid quarterly in advance.

10:33 Bargaining unit members hired after February 28, 2009, must have a minimum of 15 years of service in the District and must meet the other requirements of Section 10:32 in order to be eligible for healthcare benefits upon retirement.

10:40 OPEN ENROLLMENT

10:41 There will be a period of open enrollment for thirty (30) days following execution of this agreement for dental and health insurance.

10:42 Thereafter September 15 - October 15 will be an open enrollment period for dental and health insurance.

10:50 PART-TIME BARGAINING UNIT MEMBERS AND LONG-TERM SUBSTITUTES

10.51 Part-time bargaining unit members hired after July 1, 1996 shall not be eligible to receive health, dental, life, or any other contractual insurance coverages

(“contractual insurance coverages”) unless they are at least .5 FTE for pay purposes in each year of their service.

10:52 Long-term substitute teachers who are hired to serve in a continuous assignment of a semester or more are eligible for the contractual insurance coverages offered by the District to other bargaining unit members for as long as the continuous assignment of a semester or more continues.

10:53 Part-time (“PT”) bargaining unit members and long-term substitute (“LTS”) teachers who would not otherwise be offered group health plan coverage under the provisions of 10:51 or 10:52, immediately above, will be offered group health plan coverage to the extent that the District must treat those employees as “full time” employees pursuant to the employer mandate provisions of the Patient Protection and Affordable Care Act (“ACA”). Such coverage will be offered on the same terms and conditions as offered to other similarly-situated bargaining unit employees, except that coverage shall be offered only for the period of time that the District must treat the affected PT bargaining unit member or LTS teacher as a “full time” employee pursuant to the employer mandate provisions of the ACA.

10:60 CHANGES

The District shall have the right to change health insurance plans and/or companies provided that any such change shall provide equivalent levels of benefits as defined in APPENDIX 10:11 and the existing plan. At least two (2) months prior to a change the Association shall be notified and may provide input on the proposed changes. The final decision shall be at the District’s discretion based on the above criteria and any cost savings will be utilized as the District determines appropriate.

10:70 ACTIVE EMPLOYEE OPT-OUT FROM MEDICAL-SURGICAL & MAJOR MEDICAL (“HEALTH INSURANCE”) COVERAGE

10:71 If an employee makes a written election to opt out of participation in the District-sponsored health insurance coverage, the District will provide additional taxable compensation, referred to as an “opt-out” payment, under the terms of the Flexible Spending Plan that is being established as of 2003, as provided in Section 10.80.

- (a) The annual amount of the opt-out payment will equal 25% of the premium cost for single or family coverage, depending upon the employee’s eligibility for single or family coverage.
- (b) Before being allowed to opt out of the District-sponsored health insurance coverage, the employee must provide proof of health insurance coverage through an alternative source.

10:72 Subject to limitations that apply to the Flexible Spending Plan under Internal Revenue Code rules, the opt-out payment arrangement will terminate: (i) at the

option of the District if the District leaves the BOCES health insurance consortium for any reason; or (ii) at the option of the MFA or the District if the Internal Revenue Code rules applicable to the Flexible Spending Plan change and would result in a constructive receipt of income to employees who elected the health insurance coverage rather than the taxable opt-out payment.

10:80 FLEXIBLE SPENDING PLAN

By January 1, 2003, the District will establish a “cafeteria” plan, within the meaning of Section 125 of the Internal Revenue Code (“Code”) (the “Flexible Spending Plan”), which will allow an employee to elect among the following options before the beginning of each plan year, in a manner consistent with the requirements of Code Section 125 and other Code rules applicable to the different options, including but not limited to those specified below:

- (1) an employee may choose between receiving health insurance coverage or having the opt-out payment, as provided in Section 10.70, paid over the course of the year as additional taxable compensation;
- (2) an employee who elects health insurance coverage may elect to pay the employee share of the premium cost through pre-tax reductions in compensation or with after-tax payroll deductions; and
- (3) an employee may elect pre-tax reductions in compensation (including the additional compensation amount payable if the opt-out payment was selected) under one or both of the following flexible spending account (“FSA”) arrangements:
 - (a) a dependent care FSA for the reimbursement of eligible dependent care expenses up to the maximum amount permissible under Code Section 129 and otherwise in accordance with the rules of Code Section 129; and
 - (b) a health FSA for the reimbursement of eligible medical expenses up to a maximum as specified in the Flexible Spending Plan (which amount will be reviewed annually by the Superintendent and MFA President with no pre-disposition to increase the amount), prorated for an employee who first becomes eligible for the Flexible Spending Plan after the plan year begins, in accordance with the rules of Code Sections 105 and 125. In part this means that the term “eligible medical expenses,” although it includes most medical expenses that are deductible on an employee’s tax return when paid on an after-tax basis, does not include the premium cost for other health insurance, such as coverage under the plan of a spouse’s employer, or premiums for long term care insurance.

An election made before the beginning of one plan year may be changed for the next plan year during the annual open enrollment period. However, a prior election may be

changed during a plan year only to the extent permitted under the rules of Code Section 125 that are incorporated in the Flexible Spending Plan. An election involving the opt-out payment may first be made or revoked during the plan year in accordance with the same rules that apply to other election changes during a plan year, with a proportionate reduction in the amount of the opt-out payment. However, an election to receive the opt-out payment may be made only during the annual open enrollment period before the beginning of the plan year, and may be revoked during the plan year (with a proportionate reduction in the amount of the payment), only if the employee is being permitted to elect health insurance coverage during the plan year on the basis of the requirements of HIPAA.

**ARTICLE 11:00
MONETARY GRANTS**

11:10 CRITERIA

Monetary grants will be awarded to certificated staff for taking college credit courses in areas of need. The criteria used will be the same as that used in determining graduate level courses to be applied for salary credit.

11:20 NATURE OF GRANTS

11:21 The grant will be paid at the credit-hour rate charged by SUNY, plus up to two-hundred dollars (\$200.00) if the actual cost incurred exceeds the SUNY credit-hour rate.

11:22 The District will only consider awarding tuition grants if the course is taken at Syracuse University, a SUNY school, LeMoyne College, Ithaca College, or Cornell University. Courses taken at other accredited New York State colleges or universities may be considered if there are extenuating circumstances (e.g., degree program only offered at a specific school, degree program needed for certification and only offered at a specific university).

11:23 Up to sixty (60) grants will be awarded each year during the life of this contract. Each course, regardless of the number of credit hours, will count as one grant.

11:30 ELIGIBILITY REQUIREMENTS

11:31 Preference will be given to tenure personnel.

11:32 Some priority will be given to personnel who have not received a previous grant of this nature.

11:33 Preference for additional grants will be given to those who have earned a grade of "B" or better.

11:40 APPLICATION PROCEDURES

11:41 Grants will be available to all K-12 personnel.

11:42 Clear, objective, concise application procedures will be established. Written application is in duplicate. (See APPENDIX 11:42)

11:43 Each applicant will submit a brief statement to the committee through the District Office which will explain how the college course, or subject area course will benefit students, the school system, and himself or herself.

11:50 SELECTION PROCEDURE

11:51 An impartial committee will be established to review the applications and to select the recipients. The committee shall be composed of two (2) administrators (one [1] of whom is to be the Superintendent of Schools), and Association President or his designee, and one (1) faculty member designated by the Marcellus Faculty Association Representative Council.

11:52 Names of teachers receiving grants will be posted in each building within one (1) week of personal notification to each recipient.

11:60 REIMBURSEMENT PROCEDURES

The grant will be payable upon:

11:61 submitting substantiating proof of course completion to the District Office. (Any passing grade will be accepted as proof of course completion).

11:62 submitting a tuition receipt to the Business Office. Any proof of payment from the college will be accepted. A canceled check is not acceptable.

11:63 signing a claim form which may be obtained in the Business Office.

**ARTICLE 12:00
GRIEVANCE PROCEDURE**

12:10 DEFINITION

A grievance is a claim by a teacher or the Association that there has been misinterpretation, misapplication, or inequitable application of the terms and conditions of employment covered by this contract.

12:20 STAGES

12:21 Stage 1: Informal: A party or his representative having a complaint will discuss it with the building principal with the objective of resolving the matter informally.

12:22 Stage 2: Building Principal: If no consensus is reached, the aggrieved party will reduce the grievance to writing and transmit it to the building principal and the Association Grievance Chairman. The building principal shall render his decision in writing within seven (7) school days of the receipt of the written grievance.

12:23 Stage 3: Superintendent of Schools:

12:231 Any appeal of the Stage 2 decision must be submitted in writing to the Superintendent within ten (10) school days of the receipt of the Stage 2 decision.

12:232 The Superintendent will schedule a meeting with the disputants in an effort to resolve the grievance. Should this fail, the Superintendent will render a decision within fifteen (15) school days after receipt of the appeal.

12:24 Stage 4: Arbitration:

12:241 Any appeal of the Stage 3 decision must be submitted by the Association to the American Arbitration Association in accordance with its Voluntary Labor Arbitration Rules within fifteen (15) school days of its receipt of the Stage 3 decision.

12:242 Binding arbitration shall be limited to alleged violations, misinterpretations, misapplications, or inequitable applications of the terms and conditions of employment covered by this contract and shall not be contrary to law. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement.

12:243 The decisions of the arbitrator shall be final and binding upon all parties.

12:244 The costs for the services of the arbitrator will be borne equally by both parties.

12:30 FILING

12:31 Time: A grievance must be filed within forty (40) school days of the time the aggrieved knew or should have known of the act or condition on which the grievance is based. Otherwise, the grievance will be deemed to have been waived.

12:32 Initiation: A grievance will be deemed initiated at the time of the written complaint at Stage 2.

12:33 Appeal: If a decision at one stage is not appealed to the next stage of the procedure within the specified time limit, the grievance will be deemed discontinued and further appeal under this agreement shall be barred.

12:34 Decision: Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party and the Association within the specified time limit shall be cause for the grievance to advance to the next stage.

12:35 Change of Time Limit: If a grievance is filed after June 1, the time limits may be changed when the parties mutually agree to the alterations. Time limits may be changed at other times by written mutual agreement.

12:40 PROCEDURES

12:41 Information: All grievances shall include the following information:

12:411 The time when and the place where the alleged event or condition existed, if known.

12:412 The specific provisions of the contract which have been allegedly violated.

12:413 A specific statement of the nature of the grievance.

12:414 The remedy sought.

12:42 Appeals and Decisions: All appeals and decisions shall be in writing and shall be promptly transmitted to the aggrieved and to the Association President and Grievance Chairman.

12:43 System-wide Grievances: Grievances associated with system-wide policies may be submitted by the Association directly at Stage 3 if the aggrieved has not already availed himself of the procedures outlined above on the same grievance issue.

- 12:44 Interference: The preparation and processing of grievances shall not interfere with teacher duties and responsibilities.
- 12:45 Investigation: The Board and Association agree to facilitate any investigation which may be required and to make available any and all material and relevant documents which they are legally able to release and which concern the alleged grievance.
- 12:46 Reprisal: There will be no coercion, interference, restraint, discrimination, or reprisal by the District against any individual associated with the initiation, presentation, or processing of a grievance.

**ARTICLE 13:00
UNION RIGHTS**

13:10 RELEASE TIME

13:11 Daily Periods: The Association President shall be granted daily release time as follows. (Such time, when not in conflict with school duties and responsibilities, may be used for Association business).

- a) If the President is a secondary teacher, two (2) free periods per day, preferably the last periods of the day.
- b) If the President is a secondary teacher, and also Department Chairperson, three (3) free periods per day for Union President and Department Chairperson responsibilities. It is preferable that these periods be the last periods of the day.
- c) In the event that an elementary teacher in the District becomes MFA President, release time from teaching for that service as President shall be subject to the following terms and conditions:
 - 1) The elementary teacher/MFA President (the “regular classroom teacher”) shall be released from sixty (60) minutes of instructional duties each day for MFA duties, it being understood that the regular classroom teacher shall not use such release time during the first fifteen (15) minutes of the students’ school day. Beyond that limitation, the regular classroom teacher and the building principal shall mutually agree on the time during the day when the sixty (60) minutes of release time will be taken. If the regular classroom teacher and the building principal are unable to agree, the release time shall be the last sixty (60) minutes of the students’ school day.
 - 2) The District will provide a certified teacher (the “substitute teacher”) to provide instruction to the students during the sixty (60) minutes of release time. The substitute teacher shall not teach the core subjects of Reading, Language Arts, or Math. The substitute teacher shall be responsible for the entire instructional program in the agreed upon subject(s), including but not limited to, preparation of lessons, classroom instruction, assignments to children, testing, and grading. Nevertheless, the regular classroom teacher will remain responsible for the overall educational program for the students and will undertake the necessary consultation and coordination with the substitute teacher to ensure that this responsibility is met. It is understood that neither the regular classroom teacher nor the substitute teacher will receive extra compensation for this consultation or coordination.

(It is further understood that a substitute teacher will not receive a full day's compensation for attendance at Superintendent's conference day programs. A substitute teacher would only be required to attend, and be paid for, sixty (60) minutes of any such programs. A substitute teacher could attend the balance of such programs on a voluntary basis.)

13:12 Days: The Association President and/or his representative will be granted relief from teaching duties for five (5) school days per year upon request by the President to the Superintendent. A substitute will be provided by the District.

13:20 MEETINGS

The President or Building Representatives of the Faculty Association may conduct meetings in any of the school buildings. Reasonable notice of the place, time, and purpose will be given to the Building Principal.

13:30 ORIENTATION

The President or his representative shall be allowed one half (1/2) hour for orientation of new teachers during the scheduled orientation time.

13:40 NON-STUDENT CONTACT TIME

When not in conflict with school duties and responsibilities, the Association Officers and Building Representatives may use their non-student contact time for Association business.

13:50 USE OF EQUIPMENT

The Marcellus Faculty Association may use office equipment (duplicators, Xerox, thermofax, etc.) as long as the Association bears the cost at the same rate paid by the District for materials.

13:60 MFA OFFICE

Office space will be provided for the Marcellus Faculty Association in the building in which the Association President is working if such space is available. A telephone will be installed at Association expense where physically and mechanically possible.

**ARTICLE 14:00
DEPARTMENT REALIGNMENT**

14:10 DEPARTMENTAL REALIGNMENT

Occasionally, a department realignment may be in order. Accordingly, the Curriculum Council (district curricular oversight), Professional Development Committee (district instructional staff development oversight) and Administrative Cabinet (district teacher evaluation of instructional practice), have an inherent interest to ensure that any realignment can be supported by the school district. In an effort to facilitate these discussions, the following procedure should be used:

14:11 Any concern or request regarding the realignment of an academic department should be referred to the appropriate curriculum coordinators (elementary and secondary) and accompanied by a proposal. The proposal to realign the department should include rationale for the realignment and its impact on the curricular, instructional, and administrative/evaluative missions of the District. The proposal will be shared with affected Department Leaders for discussion. Curriculum coordinators together with affected Department Leaders will meet and hear the views of affected faculty.

The coordinators should refer the matter and the proposal to the Administrative Cabinet to ascertain if realignment is justified. The Administrative Cabinet and Department Leaders should comment (not vote) on the impact of the proposal with respect to financial/budgetary and evaluation implications.

14:12 After discussion at Administrative Cabinet, the Superintendent of Schools should notify the MFA President about the concern/request for realignment. The MFA President (who is an ex-officio member of the Curriculum Council and Professional Development Committee) should refer the matter to each committee. The Curriculum Council (with the help of the Task Force) should comment (not vote) on the proposal regarding its impact on the educational programming for the children. The Professional Development Committee should comment (not vote) on the proposal regarding its impact on the instructional practices and staff support (to include staff development, staff mentoring and the Annual Professional Performance Review process). Both the Curriculum Council and Professional development Committee include faculty, staff, and administrators in their membership.

14:13 Upon completion of these reviews by the Curriculum Council and Professional Development Committee, the MFA President should share these comments with the Superintendent of Schools.

14:14 The Superintendent of Schools and MFA President should then review all comments from the (a) Administrative Cabinet, (b) Curriculum Council and (c) Professional Development Committee in an effort to ascertain if a preponderance of the commentary supports or refutes the realignment of a department. While

consensus is preferred based on the commentary regarding the proposal's impact on instruction, curriculum, and evaluation, the final decision will rest with the Superintendent of Schools.

ARTICLE 15:00 CONTENT SPECIALISTS

15:10 CONTENT SPECIALIST POSITIONS

Effective July 1, 2014, the District will maintain 21 leadership assignments, which are called “Content Specialist” positions and which are available to teachers within the bargaining unit in addition to their regularly assigned teaching duties under this Agreement. (Through June 30, 2014, Content Specialist provisions shall be as set forth in the Memorandum of Agreement between the District and the MFA, which is dated June 2013, including its Exhibit A (the “MOA”). Examples of the 21 Content Specialist positions are shown in Appendix 15:30.

15.20 JOB DUTIES

Responsibilities of Content Specialists are as follows:

- Organize department or subject meeting agendas and minutes and upload into Google Docs.
- Facilitate the selection of department goals aligned to district goals and work with colleagues to achieve those goals.
- Facilitate the sharing of information and professional development by department or content team members from attendance at conferences and workshops.
- Participate in examining data with colleagues as it relates to improving instruction and achieving department and district goals.
- Facilitate the identification of professional development needs for the department or content area and share needs with administration.
- Provide updates as requested at district meetings.
- Meet as a K-12 content area to assure alignment. (calendar – 3 times)
- Attend monthly content specialist meetings.
- Assist with organizing mid-term and final exams and provide support with field testing and state testing as needed.
- Meet with principals each semester or as needed.
- Facilitate purchasing and receipt of curricular materials in collaboration with administration.
- Facilitate the creation, revision and alignment of curriculum according to NYSED standards, frameworks and assessment requirements.

Content Specialist job duties may be supplemented or modified by the District following discussion with the MFA.

15:30 SALARY

As set forth in the MOA, the salary for each Content Specialist position is: 2017-2018 - \$4,437; 2018-2019 - \$4,575; 2019-2020 - \$4,749; 2020-2021 - \$4,901; and 2021-2022 - \$5,058. This salary will be paid in accordance with the District’s regular payroll

practices and procedures applicable to the payment of salaries to employees in positions within the bargaining unit.

15:40 APPLICATIONS, LENGTH OF APPOINTMENT, AND ANNUAL EVALUATION

Effective July 1, 2014, Content Specialists will be appointed to one (1) year terms, subject to an annual evaluation (see Annual Evaluation Form attached as Appendix 15:40). An unsatisfactory evaluation shall be grounds for the District, at its discretion, to remove the incumbent from the Content Specialist position. When a one (1) year term expires, or in the event of a vacancy caused by removal or resignation of a Content Specialist during his/her one-year term, written applications will be solicited from teachers within the bargaining unit by the District's posting of a notice setting forth the content area and a description of the responsibilities of the position. As appropriate for the Content Specialist vacancy, interviews will be conducted by one or more Administrator(s). (For example, interviews for K-12 PE/Health would be conducted by appropriate K-12 administrator(s); interviews for K-6 Special Education would be conducted by appropriate K-6 administrator(s)). The parties agree that the District will have the discretion to determine which teachers from the pool of applicants will be assigned to the Content Specialist positions, and the District will not be bound by seniority in making those assignments.

15:50 RELEASE TIME

Effective July 1, 2014, Content Specialists may request release time, in full-day or half-day increments, for projects and meetings with teachers related to Content Specialist responsibilities. The maximum days available to each Content Specialist each year shall be 10 days (or 20 one-half days). Requests will be subject to District approval (see Appendix 15:50, Request Form).

15:60 OFFICE SPACE

The District will make available an office in the High School, Middle School, and Elementary School to be shared by Content Specialists housed in those buildings.

ARTICLE 16:00
BASIC TEACHER SALARY SCHEDULE

16:10 BASIC SALARY

16:11 Step: All teachers will be placed on step. (This means there will be no half steps.)

16:12 Vertical Steps: All vertical steps are automatic for the duration of this contract.

16:13 Masters Degree: All bargaining unit members who have earned a Masters Degree will receive: 2017-18 - \$2,824; 2018-19 - \$2,912; 2019-20 - \$3,023; 2020-21 - \$3,120; and 2021-22 - \$3,220 in addition to basic salary.

16:14 Schedules: The salary schedules for 2017-2018, 2018-2019, 2019-2020, 2020-2021; and 2021-2022 are found in APPENDIX 16:14.

16:141 The salary increase for 2017-2018 will be 3.0%. The salary increase for 2018-2019 will be 3.1%. The salary increase for 2019-2020 will be 3.8%. The salary increase for 2020-2021 will be 3.2%. The salary increase for 2021-2022 will be 3.2%.

16:142 The number of steps on the printed schedule will be twenty-six (26). Any reference to steps above Step 26 are for computational purposes only.

16:143 Each subsequent year's computational schedule will be based on the previous year's computational schedule.

16:144 Effective July 1, of 2017, 2018, 2019, 2020, and 2021 each cell of the existing computational salary schedule will be increased by the percentage specified in 16:141 for that year and then moved down one step. As in the past, a new first step will be created on each July 1 by subtracting a mutually agreed upon amount from step 2.

In each year of this Agreement, (i.e., 2017-18; 2018-19; 2019-20; 2020-21; and 2021-22) the percentage increase as specified in 16:141, will also be applied to the following:

- (a) Art. 16:13 - Masters
- (b) Art. 16:15 - Longevity
- (c) Art. 16:22 - Guidance Differential
- (d) Art. 9:20 - Lunch Duty
- (e) Art. 16:33 - Chaperones
- (f) Art. 16:34 - Internal Substitutes
- (g) Art. 16:35 - Driver Education
- (h) Art. 16:36 - Summer Curriculum
- (i) App. 15:30 - Content Specialist Positions
- (j) App. 16:31 - Co-Curricular Stipends

- (k) App. 16:32 - Coaching Salaries
- (l) Side Letter - Geselle Testing

16:15 Longevity: All teachers on columns A-1 through A-13 receive: 2017-2018 - \$2,707; 2018-2019 - \$2,791; 2019-2020 - \$2,897; 2020-2021 - \$2,990; and 2021-2022 - \$3,086 longevity increment at the 20th and 25th year of service. Only those years of prior service granted at the time of the most recent employment will be applied toward obtaining the longevity increments.

16:16 Graduate Courses: Graduate level courses to be applied to salary purpose shall:

- 16:161 relate in some direct way to the employee's teaching assignment, or
- 16:162 be part of a degree program in the teacher's field or related field, and
- 16:163 have written approval of the Superintendent of Schools within the semester that the course is being taken, and,
- 16:164 be limited to six (6) hours of new course credits per year.

16:17 National Board Certification: Teachers who attain National Board Certification will be eligible to receive a \$2,000 stipend for each year that they hold the Certification. The stipend shall not be added to base salary. Receipt of the stipend will be dependent on the teacher providing proof of the Certification to the District and subject to a District-wide limit of payment of twenty (20) such stipends per year. In the event the number of submissions exceeds twenty (20) in any year, preference will first be given to those teachers who received the stipend in the preceding year who are reapplying. A teacher who is excluded based on this limit may resubmit in a subsequent year.

16:20 GUIDANCE

16:21 Year: The counselor's work year will be eleven (11) months.

16:22 Salary: Teacher's salary plus 1/10 for eleventh (11th) month and an additional stipend of: 2017-2018 - \$2,394; 2018-2019 - \$2,468; 2019-2020 - \$2,562; 2020-2021 - \$2,644; and 2021-2022 -\$2,729 in addition to basic salary.

16:30 EXTRA PAY SCHEDULE

16:31 Curricular, Co-curricular and Interscholastic Duties: Salaries for these assignments will be found in APPENDIX 16:31.

Bargaining unit members will continue to be given first priority for extra-curricular duties (e.g. co-curricular activities, chaperoning) provided they are qualified. This shall not apply to coaching. In the event that a non-bargaining unit member is selected to fill such a position, the District has the discretion to set

the pay rate provided that the rate does not exceed the contractually established rate for bargaining unit members.

If the District approves the appointment of a bargaining unit member to multiple extra-curricular assignments in any school year, it is understood that the bargaining unit member shall not perform the duties of such multiple positions during the same clock hours. Further, this provision shall not limit the District's right to determine whether to make extra-curricular assignments, including whether to make multiple extra-curricular assignments, to the same bargaining unit member.

The following process will be followed for creating new extra-curricular activities (i.e., clubs):

- A. Proposal for a new club will be made to the respective building principal for approval.
- B. Approval of the Superintendent is required.
- C. Club or activity will be in existence for two (2) full academic years.
- D. Records must be kept of specific events, number of hours committed, number of students involved, etc. for purpose of proper Tier placement.
- E. Board of Education approval of new extra-curricular club and Tier placement is required.

Extra-curricular activities (i.e., clubs) existing as of July 1, 2013, which are inactive for a three-year period measured from that date, will be eliminated.

Extra-curricular activities (i.e., clubs) that are approved by the Board of Education after July 1, 2013, which are inactive for a three-year period from their approval date, will be eliminated.

16:32 Coaching.

16:320 Coaches will be appointed each year as either a head varsity coach or as an assistant varsity coach. Head varsity coaches will be a year-round appointment whereas assistant varsity coaches will be seasonal appointments. Head varsity coaches will be appointed and notified within sixty (60) days of the conclusion of the post-season for that respective sport.

All assistant varsity coaches at the varsity/junior varsity level are expected to begin their in-season appointments with the varsity/junior varsity try-outs and will conclude with post-season play as appropriate. Assistant varsity coaches at the modified level will have the opportunity/option to indicate interest and availability for assisting in pre- and post-season activities. The Athletic Director, in consultation with the head varsity coach, will make the final determination.

Coaches are permitted to apply to serve as a head coach in two sports during the same year. However, such applications for a second head coaching appointment may be denied by the District for any reason, and the denial will not be subject to the grievance or arbitration provisions of this Agreement (nor shall any bargaining history be used against the District) unless: (a) the applicant in question has been grandfathered by virtue of having held a second head coaching appointment during 2007-2008; or (b) the internal or external applicant for the second head coaching appointment is the only internal or external applicant for the position.

- 16:321 All coaches will be paid based on a weekly salary for the number of weeks worked from the actual in-season starting date (commencement of tryouts) through the last week of league play. (As per APPENDIX 16:33).
- 16:322 Any post-season competition (i.e., after the last week of league play) will add to the compensation of any coach directly involved in preparation and coaching for that post-season competition. Amount of additional compensation will be equal to the coach's weekly salary times the number of weeks of post-season play. (A half [1/2] week will be used for a part of a week up through Wednesday.)
- Example 1. Girls' soccer plays in sectionals for one (1) week and three (3) days (until Wednesday) after last week of league season. Coach is paid for season plus one and one half (1 1/2) times weekly salary for post-season competition. If sectionals had gone one (1) more day, coach would have received two (2) weeks additional pay.
- Example 2. The assistant varsity boys' soccer coach (assigned to the junior varsity) will coach an (11) week season approximately. His weekly salary is seventy-five percent (75%) of head coach for boys' soccer (.75 x \$578 (i.e., 2017-2018 weekly) = \$433.50). Eleven (11) weeks at four hundred thirty-three dollars and fifty cents (\$433.50) per week gives assistant varsity boys' soccer coach a total salary for boys' soccer of four thousand seven hundred sixty-eight dollars and fifty cents (\$4,768.50).
- 16:323 All assistant varsity coaches will be paid seventy-five percent (75%) of respective head varsity coach's weekly salary for each week of work by that coach.
- 16:324 Any new sport will be recommended by the Athletic Director to the Superintendent. If approved by the Superintendent, salaries for new or unlisted sports will be negotiated by the MFA and the District.

- 16:325 A notification of any changes in seasonal length or necessary additions to pay for post-season competition will be submitted by the Athletic Director to the appropriate pay officer as soon as can be reasonably determined.
- 16:326 If for any reason there appears to be a change in a coach's responsibilities (e.g., an assistant varsity coach is promoted in-season to take over a varsity program) and a change in weekly salary seems justified, the coach will present concise evidence of the justification for the change to the Superintendent of Schools and the President of the MFA in order that the change can be negotiated. If the Superintendent and the President mutually agree that the change is justified, the change will be negotiated.
- 16:327 Pay for coaches shall be in two (2) payments. One (1) separate check for half the expected salary approximately half way through the season. A second (2nd) separate check for the balance of the coach's salary (including pay for post-season, if applicable) as soon after the season as is possible once the Athletic Director has certified that all of the coach's duties have been completed (includes end of the season reports, inventory, etc.). Also, coaches have the option to choose 28% Federal and 7.5% State Tax elective insofar as those percentages remain effective.
- 16:328 Head varsity coaches will be expected to fulfill off-season responsibilities by promoting their sport to all interested District students (in an effort to promote participation).
- After being appointed, each head varsity coach will provide the Athletic Director with a plan for off-season activities for the respective sport for the upcoming year. Off-season responsibilities may include, but are not limited to: (a) open gym practices for Marcellus CSD students; (b) collaborating on intramural programs (with the co-curricular intramural director) in their particular sport; and (c) hosting introductory clinics (for students in K-6) open to Marcellus CSD students only.
- 16:33 Chaperoning. Chaperoning will be paid at the rate of: \$31.01 – 2017-2018; \$31.97 – 2018-2019; \$33.18 – 2019-2020; \$34.24 – 2020-2021; and \$35.34 – 2021-2022 per hour with the approval of the Building Principal. This does not apply to coaching, club, or activity advisors who are discharging their duties as listed in the extra pay schedule.

16:34 Internal Substitution.

Any teacher asked to do internal substitution will be compensated at the rate of: \$31.01 – 2017-2018; \$31.97 – 2018-2019; \$33.18 – 2019-2020; \$34.24 – 2020-2021; and \$35.34 – 2021-2022 per hour or major portion thereof. Compensation for internal substitution will only be made if the bargaining unit employee who does the internal substitution would otherwise have been assigned to a duty-free period pursuant to Section 6:721 or a duty-free lunch period pursuant to Section 4:20 during the period of the internal substitution. Compensation for internal substitution will not be made if the bargaining unit employee who does the internal substitution would otherwise have been assigned to a teaching period pursuant to Section 6:74 or a supervisory period pursuant to 6:77 during the period of the internal substitution. Internal substitution will be used only after the building principal or other District administrator, in his or her discretion, has exhausted all other reasonable options.

16.35 Driver Education. Summer School Driver Education shall be paid: \$36.13 – 2017-2018; \$37.25 – 2018-2019; \$38.67 – 2019-2020; \$39.91 – 2020-2021; and \$41.19 – 2021-2022 per hour.

16:36 Summer Curriculum Writing. Summer Curriculum writing shall be paid at: \$36.13 – 2017-2018; \$37.25 – 2018-2019; \$38.67 – 2019-2020; \$39.91 – 2020-2021; and \$41.19 – 2021-2022 per hour.

16:40 PAY PROCEDURES

16:41 Dates: Pay dates for all certified employees will be based on a biweekly calendar in the following manner:

A. Ten (10) month employees - twenty one (21) approximately equal paychecks

or

twenty six (26) paychecks computed at the rate of twenty six (26) paychecks with the last six (6) paychecks being paid in the twenty first (21st) paycheck.

B. Eleven (11) month employees - twenty three (23) or twenty six (26) approximately equal checks.

C. Twelve (12) month employees - twenty six (26) approximately equal paychecks.

16:42 Number of Paychecks: The ten (10) month employee may choose either of the two (2) options available. This choice must be made within a reasonable time before the first (1st) paycheck in September of each school year and must be in writing.

16:43 Payments: When payments are to be made, all Co-Curricular Activity, Interscholastic, and Department and Grade Level Chairperson's stipends will be included in the regular biweekly paychecks. Recipients will be taxed at the rate of twenty-eight (28%) percent Federal and 7.5% percent State (insofar as those percentages remain effective), unless they request that the monies for the stipend will be taxed at the appropriate (and higher) federal and state tax.

16:50 PAYROLL SAVINGS PLAN

16:51 The Marcellus Central School Board of Education will allow individuals a payroll deduction to be deposited in a bank or credit union of the employee's choice.

16:52 Employees must specify dollar amount deduction and the bank choice to the Business Office no later than the date of the second (2nd) scheduled payday in September. Changes can be made during the two (2) weeks prior to the first (1st) scheduled paycheck of the second (2nd) semester.

16:53 The dollar amount deduction in force in June of the preceding year will remain in force unless the teacher requests a change by the two (2) dates indicated in 16:52.

16:60 DUES DEDUCTION

The Marcellus Central School Board of Education agrees to deduct from the salaries of its employees dues for the Marcellus Faculty Association and its State and National affiliates as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association. Teachers' authorizations shall be in writing on the form attached to their association sign-up cards. The authorization for deduction shall be in effect indefinitely until canceled in writing.

**ARTICLE 17:00
EARLY RETIREMENT INCENTIVE PROGRAM**

17:10 INCENTIVES

Teachers who apply for retirement during the first (1st) school year (i.e., September 1 through August 31) in which they become eligible to retire under NYSTRS without a diminished benefit or reduction of benefit and who produce evidence of a service retirement under NYSTRS, will receive twenty-four thousand (\$24,000) dollars to be paid as a non-elective employer contribution into a 403b Plan (as described in Section 17:70, below). For purposes of entitlement to the retirement incentive, the first school year of eligibility without a diminished benefit or reduction of benefit means the first school year in which a teacher attains the age and/or required number of credited years of service with NYSTRS such that the teacher is eligible for an unreduced NYSTRS pension benefit.

17:20 LOCAL CONDITIONS FOR ELIGIBILITY

To be eligible for a retirement incentive, an employee must be earning in excess of \$66,220 for 2017-2018; \$68,273 for 2018-2019; \$70,867 for 2019-2020; \$73,135 for 2020-2021; and \$75,475 for 2021-2022.

17:30 NOTIFICATION OF RETIREMENT

Notification of intent to retire under this article must be submitted by January 1 of the year the individual intends to retire or if the retirement is not effective at the end of the school year, at least six (6) months in advance of the retirement date.

17:40 RETIREMENT OF PART-TIME EMPLOYEES

17:41 Persons whose part-time service fluctuates between more than .5 FTE and less than .5 FTE will be eligible for the incentive if their average FTE during their years of service with the District is .5 or more.

17.42 The incentive for eligible part-time teachers shall be prorated.

17:50 TEACHER RESPONSIBILITY

It is the responsibility of the teacher to meet all time lines required under the Early retirement Incentive Program. Failure to do so will forfeit an individual's right to receive payment under the program.

17:60 LOCAL RETIREMENT INCENTIVE AS NON-ELECTIVE EMPLOYER CONTRIBUTION

For bargaining unit members eligible for the retirement incentive provided for in this Article 17, the District agrees to make a non-elective employer contribution in the contractually specified amount to a 403(b) program able to accept such amounts, subject

to the contribution limits as outlined in the Internal Revenue Code. This non-elective contribution (also known as a retirement incentive) is available to all employees who meet the age and service requirements as defined by the New York State Teachers Retirement System. The local retirement incentive above will be available to members who submit an irrevocable letter of intent to retire within the time limits specified in Section 17:40. The retirement incentive will be remitted by the District as soon as administratively possible commencing with the year of retirement, subject to the requirements described below. For purposes of Tier I members with membership dates prior to June 17, 1971, the employer contribution will be reported as non-regular compensation to the New York State Teachers Retirement System. In the event that the employee participates in this retirement incentive contribution but such contribution exceeds acceptable contribution limits, the District agrees:

- 1) to pay any excess over the limits as compensation to the employee in the year of retirement if such employee has a NYSTRS membership date prior to June 17, 1971, OR,
- 2) if the employee has a NYSTRS membership date subsequent to June 16, 1971, remit any remainder in the year(s) following retirement to the 403(b) program in accordance with the maximum amount permissible under the Internal Revenue Code.

ARTICLE 18:00
BOARD MEETING INFORMATION

18:10 AGENDA

The District will provide the MFA with complete copies of the public and administrative agenda for all regular Board of Education meetings by the Friday prior to the Board meeting. In the case of special Board meetings, the agenda will be provided at least three (3) days in advance whenever possible.

18:20 MINUTES

The District will provide the MFA with complete copies of all public Board Minutes (public and executive sessions) with those attachments permitted bylaws as these become available.

ARTICLE 19:00
MANAGEMENT RIGHTS

19:10 Except as expressly limited by other provisions of this agreement, all of the authority, rights, and responsibilities possessed by the employer are retained by it, including but not limited to, the right to determine the mission, purpose, objectives and policies of the employer; the right to the facilities, methods, means (excluding academic issues), and the number of personnel for the conduct of the employer's programs.

ARTICLE 20:00
TERM OF THE AGREEMENT

20:10 TERM

This agreement shall be in effect from July 1, 2017, through June 30, 2022 or until replaced by a successor contract except, that after June 30, 2022, no raises or increments will be paid until a new agreement is negotiated.

20:20 NEGOTIATIONS

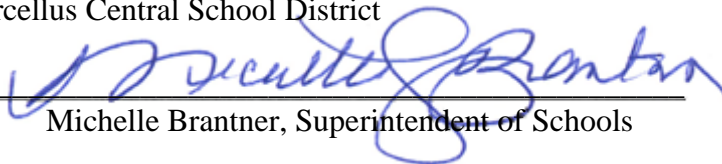
Negotiations concerning any proposed items shall proceed in accordance with the provisions set forth in the Procedural Agreement for negotiations.

20:30 AMENDMENTS

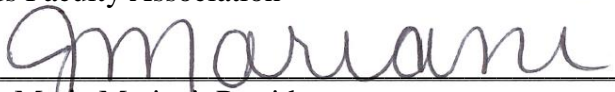
Amendments resulting from such negotiations shall take effect the following July 1 or at such other time as may be mutually agreeable to both parties.

20:40 SIGNATURES

Marcellus Central School District

By: 
Michelle Brantner, Superintendent of Schools

Marcellus Faculty Association

By: 
JoMarie Mariani, President

20:50 LEGISLATIVE ACTION

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

APPENDIX 1:10

**NURSES
MEMORANDUM OF AGREEMENT**

MARCELLUS SCHOOL NURSES

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Marcellus School Nurses

**ARTICLE I
GRIEVANCE PROCEDURE**

- A. School Nurses will be covered by Article 12 of the collective bargaining agreement to which this memorandum of agreement is appended (hereafter “Contract”) except that the discipline and discharge of nurses shall not be subject to grievance arbitration.

- B. Any permanent employee who is charged with misconduct or incompetency shall be extended all of the protections provided by Civil Service Law Sections 75 and 76. It is agreed that the hearing will be held before a mutually agreed upon neutral hearing officer. The cost of the hearing officer will be shared equally by the District and the MFA.

**ARTICLE II
LEAVES**

School Nurses will be covered by Article 2:00 of the Contract.

**ARTICLE III
CONDITIONS OF EMPLOYMENT**

A. WORK YEAR

Employees within this unit are expected to work on days when teachers’ attendance is required.

B. FULL TIME DEFINED

- 1. Full time employment shall be defined as an employee working 5 full days a week for 6 hours or more per day.

- 2. The work day for nurses shall be the same as the teacher work day.

C. WORK ASSIGNMENTS

The Building Principal is responsible for specific work assignments of the nurse in his/her building.

D. SUBSTITUTES

In all circumstances except true emergency situations, each nurse must first attempt to find a substitute by making two calls; then she shall call the principal or designee, report that she will be absent, and give the name of her substitute, or state that she was unable to arrange for one. In the case of a true emergency, the nurse may make a single call to the

BOCES substitute calling service, to request that BOCES find a substitute and perform the necessary notification.

E. POSTING OF VACANCIES

1. When a vacancy occurs within the District or a new position is created within this unit, notice of such position and job requirements shall be posted in each building at least 48 hours prior to filling the position.
2. The Board of Education shall have the final authority for appointment.

F. TERMINATION OF EMPLOYMENT

1. For reason of reduction in force, a 30 calendar day advance written notice is required from the Assistant Superintendent for Business to the employee.
2. For reason of insubordination, neglect of duty, or incompetency, a 5 school day advance written notice is required from the Principal, the Assistant Superintendent for Business, or Superintendent.

G. SENIORITY

1. Seniority shall be District-wide based on the number of years of continuous full-time service in the District within this bargaining unit.
2. Unpaid leave time of 30 calendar days or less shall be considered continuous for the purpose of seniority.
3. If a full-time employee is reduced to part-time at the request of the District, full seniority rights shall continue.
4. A seniority list shall be maintained by the District and updated annually.

H. RECALL

1. If an employee's employment is terminated because of reduction in force and a position within this unit should open in the District for which the employee is qualified, and if the employee applies, the former employee shall be considered along with other applicants.
2. The Board of Education has the final authority of appointment.

**ARTICLE IV
FRINGE BENEFITS**

A. INSURANCE

School Nurses will be covered under Article 10 of the Contract for all insurance rights, benefits, and obligations, including retiree health insurance.

B. RETIREMENT

1. Employees are eligible to join the New York State Employees' Retirement System.
2. Employees hired after July 1, 1976, for a ten month position are not mandated to become members of the System.
3. The District is a member of the Non-Contributory 1/60th Plan.

**ARTICLE V
SALARY**

A. The salary of the School Nurses will be increased as follows:

2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
3.0%	3.1%	3.8%	3.2%	3.2%

- B. The starting salary for nurses will be \$35,000, with the understanding that the District retains discretion to start new hires at a higher rate.
- C. The coordinator (chair) will receive, in two annual installments, the following stipends each year, as indicated: 2017-2018 - \$2,251; 2018-2019 - \$2,321; 2019-2020 - \$2,409; 2020-2021 - \$2,486; and 2021-2022 - \$2,566.

D. PAYCHECKS

School Nurses will be governed by Section 16:40 of the Contract.

E. PAYROLL DEDUCTIONS

School Nurses will be governed by Section 16:50 of the Contract.

APPENDIX 1:11
MARCELLUS ATHLETIC TRAINERS

ARTICLE I
GRIEVANCE PROCEDURE

- A. Athletic trainers will be covered by Article 12 of the collective bargaining agreement to which this memorandum of agreement is appended (hereafter “Contract”) except that the discipline and discharge of athletic trainers shall not be subject to grievance arbitration.
- B. Any athletic trainer who is charged with misconduct or incompetency will be afforded whatever protections of Civil Service Law Sections 75 and 76 are applicable. It is agreed that any hearing pursuant to Section 75 will be held before a mutually agreed upon neutral hearing officer. The cost of the hearing officer will be shared equally by the District and the MFA.

ARTICLE II
CONDITIONS OF EMPLOYMENT

A. **WORK YEAR**

Athletic trainers are expected to work ten (10) months per year, on the schedule established by the District. However, nothing in this Agreement or this Appendix shall limit the District’s right to reduce the work year or hours of work.

B. **FULL TIME DEFINED**

- 1. Full time employment shall be defined as an employee working 5 full days a week for 6 hours or more per day.

C. **WORK ASSIGNMENTS**

The Athletic Director is responsible for specific work assignments of the athletic trainers.

D. **EVALUATION**

Athletic trainers will be evaluated annually, in writing, by the Athletic Director. This shall not limit the Athletic Director’s right to provide performance-related feedback on a more frequent basis.

E. **POSTING OF VACANCIES**

- 1. When a vacancy occurs within the District or a new position is created within this unit, notice of such position and job requirements shall be posted in each building at least 48 hours prior to filling the position.
- 2. The Board of Education shall have the final authority for appointment.

F. TERMINATION OF EMPLOYMENT

1. For reason of reduction in force, a 30 calendar day advance written notice is required from the District to the employee.
2. For reason of insubordination, neglect of duty, or incompetency, a 5 school day advance written notice is required from the Athletic Director or Superintendent.

G. SENIORITY

1. Seniority shall be District-wide based on the number of years of continuous full-time service in the District within this bargaining unit.
2. Unpaid leave time of 30 calendar days or less shall be considered continuous for the purpose of seniority.
3. If a full-time employee is reduced to part-time at the request of the District, full seniority rights shall continue.
4. A seniority list shall be maintained by the District and updated annually.

H. RECALL

1. If an employee's employment is terminated because of reduction in force and a position within this unit should open in the District for which the employee is qualified, and if the employee applies, the former employee shall be considered along with other applicants, unless applicable law affords the former employee greater rights.
2. The Board of Education has the final authority of appointment.

**ARTICLE III
FRINGE BENEFITS**

A. INSURANCE

Athletic trainers will be covered under Article 10 of the Contract for all insurance rights, benefits, and obligations, including retiree health insurance.

B. RETIREMENT

1. If eligible, athletic trainers will join the New York State Employees' Retirement System.
2. The District is a member of the Non-Contributory 1/60th Plan.

**ARTICLE IV
SALARY**

A. The salary of the Athletic Trainer will be increased as follows:

2017-18	2018-19	2019-20	2020-2021	2021-2022
3.0%	3.1%	3.8%	3.2%	3.2%

B. **PAYCHECKS**

Athletic trainers will be governed by Section 16:40 of the Contract.

C. **PAYROLL DEDUCTIONS**

Athletic trainers will be governed by Section 16:50 of the Contract.

**ARTICLE V
LEAVES**

A. Athletic Trainers will be covered by Article 2:00 of the Contract.

APPENDIX 2:14
CHILDBIRTH/CHILDREARING; MATERNITY SICK LEAVE
INFORMATION FORM

Directions: Please check all boxes which apply and fill in all blank spaces - then send a copy to the Superintendent of Schools and your Principal.

_____ I am planning to take maternity sick leave effective _____.
Date

_____ I wish to receive sick leave pay beginning with the first (1st) date of absence until my accumulated leave is exhausted or until my return to work and I understand my FMLA rights and the possibility of simultaneous use of FMLA leave.

_____ I wish to reserve my accumulated leave for when I return to work and therefore do NOT expect to be paid during the period of this leave.

_____ I expect my absence will be more than thirty (30) consecutive school days and thus a long-term contract substitute should be employed.

_____ I expect my absence will be less than thirty (30) consecutive school days and thus a short-term substitute should be employed.

_____ I expect my absence will be very brief involving a day-to-day decision and thus a per diem (day-to-day) substitute should be employed.

_____ I expect (provided clearance from my doctor) to return to work after the birth of my child about _____.
(date)

_____ I expect to return to work after the birth of my child and I shall in the event apply for Childrearing Leave within six (6) weeks after the birth of my child via a letter to the Superintendent of Schools.

_____ I do NOT expect to return to work after the birth of my child and I shall probably resign sometime within the six (6) week period after the birth of my child.

I understand that this intention statement is to give some direction to the administration and that my expectations shall NOT be binding upon me.

(Teacher's Signature)

(Date)

**APPENDIX 2:154
SICK LEAVE BANK**

Application Form
(Please submit the original and
one copy of this application to
the Personnel Administrative Assistant)

Directions: Under terms of the current contract, up to thirty (30) days of sick leave bank time is available to each employee, per year. To be eligible you must have exhausted your own accumulated leave and have elected to donate to the sick bank using the appropriate form.

This application is necessary in order that the District Business Office can properly account for “used” and “unused” days in the sick leave bank.

My sick leave was exhausted as of _____ and
(date)

I am applying for _____ days from the sick leave bank, effective _____.
(number) (date)

MFA Member’s Signature

Date of Signature

Union Representative

Date of Signature

Superintendent of Schools

Date of Signature

**APPENDIX 2:44
PERSONAL LEAVE FORM**

Name _____ Bldg. Assigned _____

Position _____ Date of Request _____

Date(s) for leave or personal day _____

- _____ No reason given (three [3] per year).
- _____ Marriage of teacher, or in teacher's immediate family.
- _____ College graduation for self, spouse, son, or daughter.
- _____ Taking son or daughter to college in freshman year.
- _____ Legal transactions.
- _____ Required court business.
- _____ Emergency (examples: fire, plumbing, or electrical difficulties, accident, weather conditions.)
- _____ Religious holiday
- _____ Funeral – not immediate family (death of close relative or friend)

Signature of Building Principal

For any reason not specified above, the permission of the Superintendent of Schools is needed; therefore, state in writing the reason(s) for the request.

Approved
Approved without pay
Disapproval

Superintendent of Schools

APPENDIX 7:13
Annual Professional Performance Review*
Marcellus Central School District
Other Professional Staff Not Covered by a Rubric
Reflection/Evaluation

Name: _____

School Year: _____

Update #1 (to be held before November 15th):

Initials: _____ Date: _____

Reflection (make thoughtful and accurate assessment of your progress):

What modifications to your APPR and/or your instruction might be made at this point based on your reflection?

Administrator Comments:

Update #2 (to be held before January 30th):

Initials: _____ Date: _____

Reflection (make thoughtful and accurate assessment of your progress):

What modifications to your APPR and/or your instruction might be made at this point based on your reflection?

Administrator Comments:

* These Forms (i.e., Teacher Reflection/Evaluation and Teacher Planning Forms for: Content Knowledge, Preparation, Instructional Delivery, Classroom Management, Collaboration/Interpersonal Relationships, Student Assessment, and Student Development).

Update #3 (to be held before March 1st):

Initials: _____ Date: _____

Reflection (make thoughtful and accurate assessment of your progress):

Administrator Comments:

Summative Reflection: (to be completed by March 1st)

Name: _____

Date: _____

What did you learn this year while working on this goal?

How did student learning improve as a result of your actions with this goal?

What evidence supports your success?

Describe any implications/modifications this may have for future actions in this or any other attribute area?

How did your APPR process help you grow professionally?

Name: _____

Administrator Comments: (to be completed by April 15th)

Staff Signature: _____

Administrator Signature: _____

Date: _____

APPENDIX 10:11 INSURANCE REGULATIONS

Types of Coverage

There are two types of coverage: Individual Coverage, which provides protection for the bargaining unit member only and Family Coverage, which provides protection for the bargaining unit member, his or her spouse, and any eligible children.

Employee Eligibility

All bargaining unit members are eligible for coverage, except as otherwise specified in the collective bargaining agreement.

Eligible employees shall be covered from the first (1st) day of employment provided they elect coverage.

Thereafter, all otherwise eligible employees who do not sign up at the commencement of the plan or at the commencement of their employment, may do so at any other time, without proof of insurability. Coverage will be effective on the first (1st) of the month following the ninetieth (90th) day after the application is received in the District Office.

If an enrollee wishes to change his/her type of coverage, such change will be effective the first (1st) of the month following notice provided notice is received by the fifteenth (15th) of the month. After the fifteenth (15th) of the month, change will become effective thirty (30) days after the first (1st) of the next month.

Dependent Eligibility

Dependent eligibility shall be as defined in the terms of the health plan and subject to the requirements of applicable federal and/or state law.

Leaves/Lay-offs/Termination

Enrollees who are off the payroll due to lay-off or who leave the employ of the District may continue in the group coverage at the group rate at their own expense for up to one (1) year following cessation of paid coverage, or, in the event of a COBRA-qualifying event, for the length of time provided under COBRA.

Enrollees who are off the payroll due to leaves of absence may continue in the group coverage at group rate at own expense while on said leave of absence.

The normal enrollment period for District employees will be September 1 through August 31. Because of this, paid coverage will continue for a proportional period of time once employment

is terminated. For example, an employee who terminates employment in January would be entitled to paid coverage for an additional month and one who terminates employment in June would be entitled to paid coverage for two (2) additional months (July and August).

Enrollees may convert their coverage within thirty (30) days from date of cessation of group coverage to an individual plan without proof of insurability at his/her own cost.

Death of Employee or Retiree

In the event of the death of an employee enrolled for family coverage, the coverage of any surviving dependents shall be continued for at least three (3) months following the month of death.

The surviving dependent(s) of employees or retirees are entitled to continued coverage as dependent survivors at the group rate. The dependent(s) must pay the premium in full, quarterly, in advance.

Insurance Information

Each year this coverage is continued, the Insurer will provide the Union with information booklets for all employees, outlining the coverage and regulation of the plan.

NOTE:

In all instances where an eligible person carries this insurance at his/her own expense, it is understood that the school district has no liability and that premiums are to be paid in full, quarterly, in advance.

**APPENDIX 11:42
TUITION GRANT APPLICATION**

Please type or print and submit in duplicate

Name _____ Years at Marcellus _____

Date _____ Subject _____ Grade Level _____

Course Description:*

Month/Year course begins _____ College/University _____

Month/Year course ends _____ Credit Hours _____

Total grant requested \$ _____

Explain briefly reasons for taking this course.

* If possible, give name, number, and briefly describe type of course. Ex., Reading Diagnosis 244 - Basic course in diagnosis of reading problems. Even if course name and/or number not available, you must describe type of course you intend to take.

_____ Grant approved. (You must submit evidence of satisfactory course completion for reimbursement.) ****(A TUITION RECEIPT IS ALSO REQUIRED See 11:60)****

_____ Grant rejected because:

APPENDIX 15:30
CONTENT SPECIALIST POSITIONS

Examples of the 21 Content Specialist positions are as follows. Positions will be established annually in consultation with Marcellus Faculty Association representatives.

K-12 Physical Education/Health	K-12 Physical Education/Health
K-12 Performing Arts	K-12 Performing Arts
K-12 Visual Arts	K-12 Visual Arts
7-12 English	7-12 English
7-12 Languages Other Than English	7-12 Languages Other Than English
7-12 Math	7-12 Math
K-6 Science	7-12 Science
7-12 Science	7-12 Social Studies
7-12 Social Studies	7-12 Career & Technical Education
7-12 Career & Technical Education	K-6 Special Education
K-6 Special Education	7-12 Special Education
7-12 Special Education	K-3 Response to Intervention
K-3 Response to Intervention	4-8 Response to Intervention
4-8 Response to Intervention	K-3 English Language Arts
Kindergarten	4-6 English Language Arts
First Grade	K-3 Math
Second Grade	4-6 Math
Third Grade	K-3 Social Studies
Fourth Grade	4-6 Social Studies
Fifth Grade	K-3 Science
Sixth Grade	4-6 Science

APPENDIX 15:40
CONTENT SPECIALIST EVALUATION

Name:

Content Area:

Date:

Evaluator:

Administrative Tasks:

Student and Teacher Outcomes:

Professional development:

Content Specialist
Self-Evaluation Tool

1. # of agenda and minutes in Google Docs. ____
2. Conferences or trainings attended?
3. After school trainings offerings?
4. Literacy Standards (7-12) K-6 integrating ELA standards into content areas how did teachers integrating and implementing these into their instruction.
5. Were accommodations provided for special education in your dept./content area.
6. Were 504 accommodations provided to students in your department or content area.
7. Provide the data on common formative assessments and describe how this information was used to change instruction.
8. Identify professional development needs for your department or content area.
9. How many update at faculty meetings.
10. Provide data on formative assessments.
11. Describe what teachers are using to monitor and adjust instruction.
12. Minutes of monthly K-12 content area meetings.
13. Attendance at monthly curriculum council meeting:
14. Mid-terms and finals schedules
 - K-12 departments meet quarterly with KCH principal: Meeting dates.
 - 7-12 Homebound/credit recovery coordinator: Provide data on effectiveness of program.
 - K-12 special education and RTL: Schedules test accommodations and universal screenings.
 - K-6 content areas: Keep each grade level up to date on changes in standards and curriculum.

APPENDIX 15:50
Marcellus Central School District
2 Reed Parkway
Marcellus, New York 13108

Content Specialist Full Day-Half Day Release Time Request

To: Assistant Superintendent of Pupil Personnel Services
From: _____
Date: _____
Subject: Content Specialist Release Time Request

This is an official request for release time to fulfill the requirements of content specialist role.

Date of the Request: _____ full or 1/2 day)

Description of Goals or activities to be accomplished:

The teacher understands that they are responsible for securing a substitute teacher to cover this release time.

Approval of Building Administrator _____
(Signature)

Administrator will forward on to PPS office.

APPENDIX 16:14 SALARY SCHEDULES

2017-2018

3.00%	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	52,654	53,475	54,308	55,131	55,961	56,790	57,604	58,420	59,245	59,724	60,883	61,478	62,531
2	53,054	53,875	54,708	55,531	56,361	57,190	58,004	58,820	59,645	60,124	61,283	61,878	62,931
3	53,466	54,287	55,120	55,943	56,773	57,602	58,416	59,232	60,057	60,536	61,695	62,290	63,343
4	53,890	54,711	55,544	56,367	57,196	58,025	58,840	59,656	60,481	60,960	62,118	62,714	63,766
5	54,324	55,144	55,978	56,800	57,630	58,459	59,273	60,089	60,914	61,393	62,552	63,147	64,200
6	54,767	55,587	56,421	57,243	58,073	58,903	59,717	60,533	61,357	61,837	62,996	63,591	64,644
7	55,221	56,041	56,876	57,698	58,528	59,356	60,173	60,987	61,811	62,292	63,449	64,044	65,098
8	55,684	56,503	57,338	58,160	58,991	59,818	60,634	61,450	62,273	62,754	63,912	64,508	65,562
9	56,155	56,974	57,810	58,630	59,462	60,290	61,106	61,922	62,745	63,226	64,384	64,979	66,035
10	56,646	57,467	58,303	59,123	59,955	60,782	61,599	62,413	63,237	63,718	64,877	65,472	66,526
11	57,159	57,980	58,815	59,636	60,468	61,296	62,111	62,926	63,749	64,230	65,387	65,986	67,039
12	57,426	58,245	59,081	59,904	60,736	61,562	62,377	63,194	64,017	64,497	65,656	66,252	67,305
13	57,693	58,514	59,349	60,172	61,003	61,830	62,646	63,460	64,280	64,764	65,923	66,517	67,572
14	57,971	58,789	59,627	60,447	61,279	62,107	62,921	63,737	64,561	65,042	66,200	66,796	67,849
15	58,249	59,068	59,905	60,724	61,557	62,385	63,200	64,017	64,837	65,318	66,478	67,075	68,126
16	58,536	59,357	60,192	61,013	61,774	62,673	63,489	64,305	65,125	65,608	66,766	67,360	68,415
17	58,825	59,646	60,482	61,304	62,135	62,963	63,777	64,593	65,415	65,895	67,053	67,650	68,703
18	59,126	59,946	60,780	61,604	62,433	63,262	64,077	64,893	65,714	66,196	67,354	67,950	69,004
19	59,425	60,245	61,081	61,904	62,736	63,562	64,377	65,192	66,015	66,498	67,655	68,250	69,305
20	60,140	60,957	61,793	62,615	63,447	64,274	65,087	65,907	67,143	67,208	68,370	68,961	70,015
21	60,883	61,703	62,535	63,357	64,188	65,018	65,828	66,648	67,473	67,953	69,110	69,704	70,760
22	61,655	62,476	63,309	64,130	64,959	65,788	66,603	67,423	68,245	68,724	69,883	70,480	71,534
23	62,458	63,279	64,112	64,936	65,764	66,596	67,404	68,227	69,048	69,527	70,687	71,282	72,337
24	63,296	64,115	64,947	65,773	66,600	67,432	68,242	69,063	69,883	70,362	71,521	72,118	73,171
25	64,171	64,991	65,823	66,647	67,475	68,307	69,119	69,937	70,759	71,239	72,397	72,991	74,046
26	65,085	65,909	66,741	67,561	68,391	69,222	70,035	70,853	71,676	72,155	73,317	73,908	74,952
27	66,056	66,882	67,714	68,531	69,364	70,196	71,006	71,824	72,649	73,128	74,289	74,877	75,935
28	67,102	67,920	68,760	69,580	70,406	71,242	72,052	72,868	73,690	74,175	75,336	75,923	76,979
29	68,241	69,058	69,892	70,713	71,540	72,374	73,186	74,001	74,823	75,309	76,466	77,057	78,116
30	69,427	70,249	71,084	71,906	72,739	73,572	74,379	75,196	76,017	76,548	77,663	78,483	79,308
31	70,629	71,441	72,278	73,102	73,929	74,764	75,577	76,389	77,216	77,791	78,853	79,675	80,501
32	71,822	72,638	73,471	74,296	75,123	75,954	76,766	77,583	78,405	79,032	80,051	80,871	81,697
33	73,020	73,827	74,673	75,492	76,317	77,150	77,965	78,781	79,601	80,273	81,246	82,067	82,894
34	74,214	75,033	75,865	76,684	77,512	78,338	79,154	79,975	80,797	81,516	82,440	83,265	84,087
35	75,523	76,344	77,172	77,990	78,818	79,641	80,461	81,282	82,112	82,875	83,749	84,572	85,394
36	76,932	77,759	78,581	79,402	80,229	81,047	81,866	82,702	83,526	84,344	85,163	85,986	86,813
37	78,347	79,171	79,942	80,814	81,634	82,462	83,281	84,112	84,933	85,748	86,580	87,403	88,223
38	80,044	80,950	81,863	82,778	83,693	84,603	85,524	86,435	87,345	88,259	89,169	89,988	90,816
39	81,863	82,778	83,694	84,603	85,523	86,435	87,347	88,259	89,169	90,085	90,999	91,822	92,646
40	83,694	84,603	85,524	86,431	87,345	88,259	89,169	90,085	90,999	91,915	92,826	93,650	94,473
41	85,524	86,435	87,345	88,259	89,169	90,085	91,003	91,915	92,826	93,737	94,650	95,475	96,292
42	87,345	88,259	89,169	90,085	90,999	91,930	92,826	93,737	94,650	95,572	96,483	97,300	98,125
43	89,631	90,555	91,455	92,376	93,283	94,203	95,122	96,025	96,937	97,857	98,765	99,593	100,414
44	91,915	92,826	93,738	94,650	95,578	96,483	97,400	98,299	99,230	100,131	101,050	101,872	102,695
45	94,204	95,121	96,026	96,937	97,857	99,007	99,911	100,828	101,738	102,660	103,563	104,385	105,213
46	96,482	97,400	98,305	99,230	100,131	101,509	102,428	103,342	104,246	105,163	106,075	106,899	107,723
47	98,765	99,686	100,598	101,509	102,421	104,028	104,943	105,851	106,768	107,688	108,580	109,405	110,228

2018-2019

3.10%	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	53,886	54,733	55,592	56,440	57,296	58,150	58,990	59,831	60,682	61,175	62,370	62,984	64,069
2	54,286	55,133	55,992	56,840	57,696	58,550	59,390	60,231	61,082	61,575	62,770	63,384	64,469
3	54,699	55,545	56,404	57,252	58,108	58,963	59,802	60,643	61,494	61,988	63,183	63,796	64,882
4	55,123	55,970	56,829	57,677	58,533	59,388	60,227	61,068	61,919	62,413	63,608	64,221	65,307
5	55,561	56,407	57,266	58,114	58,969	59,824	60,664	61,505	62,356	62,850	64,044	64,658	65,743
6	56,008	56,853	57,713	58,561	59,417	60,271	61,110	61,952	62,802	63,296	64,491	65,105	66,190
7	56,465	57,310	58,170	59,018	59,873	60,729	61,568	62,410	63,259	63,754	64,949	65,562	66,648
8	56,933	57,778	58,639	59,487	60,342	61,196	62,038	62,878	63,727	64,223	65,416	66,029	67,116
9	57,410	58,255	59,115	59,963	60,820	61,672	62,514	63,355	64,203	64,699	65,893	66,508	67,594
10	57,896	58,740	59,602	60,448	61,305	62,159	63,000	63,842	64,690	65,186	66,380	66,993	68,082
11	58,402	59,248	60,110	60,956	61,814	62,666	63,509	64,348	65,197	65,693	66,888	67,502	68,588
12	58,931	59,777	60,638	61,485	62,343	63,196	64,036	64,877	65,725	66,221	67,414	68,032	69,117
13	59,206	60,051	60,913	61,761	62,619	63,470	64,311	65,153	66,002	66,496	67,691	68,306	69,391
14	59,481	60,328	61,189	62,037	62,894	63,747	64,588	65,427	66,273	66,772	67,967	68,579	69,667
15	59,768	60,611	61,475	62,321	63,179	64,032	64,872	65,713	66,562	67,058	68,252	68,867	69,952
16	60,055	60,899	61,762	62,606	63,465	64,319	65,159	66,002	66,847	67,343	68,539	69,154	70,238
17	60,351	61,197	62,058	62,904	63,689	64,616	65,457	66,298	67,144	67,642	68,836	69,448	70,536
18	60,649	61,495	62,357	63,204	64,061	64,915	65,754	66,595	67,443	67,938	69,132	69,747	70,833
19	60,959	61,804	62,664	63,514	64,368	65,223	66,063	66,905	67,751	68,248	69,442	70,056	71,143
20	61,267	62,113	62,975	63,823	64,681	65,532	66,373	67,213	68,061	68,559	69,752	70,366	71,453
21	62,004	62,847	63,709	64,556	65,414	66,266	67,105	67,950	69,224	69,291	70,489	71,099	72,185
22	62,770	63,616	64,474	65,321	66,178	67,034	67,869	68,714	69,565	70,060	71,252	71,865	72,954
23	63,566	64,413	65,272	66,118	66,973	67,827	68,668	69,513	70,361	70,854	72,049	72,665	73,752
24	64,394	65,241	66,099	66,949	67,803	68,660	69,494	70,342	71,188	71,682	72,878	73,492	74,579
25	65,258	66,103	66,960	67,812	68,665	69,522	70,358	71,204	72,049	72,543	73,738	74,354	75,439
26	66,160	67,006	67,864	68,713	69,567	70,425	71,262	72,105	72,953	73,447	74,641	75,254	76,341
27	67,103	67,952	68,810	69,655	70,511	71,368	72,206	73,049	73,898	74,392	75,590	76,199	77,276
28	68,104	68,955	69,813	70,655	71,514	72,372	73,207	74,051	74,901	75,395	76,592	77,198	78,289
29	69,182	70,026	70,892	71,737	72,589	73,451	74,286	75,127	75,974	76,474	77,671	78,277	79,365
30	70,356	71,199	72,059	72,905	73,758	74,618	75,455	76,295	77,143	77,644	78,836	79,446	80,538
31	71,579	72,427	73,288	74,135	74,994	75,853	76,685	77,527	78,374	78,921	80,071	80,916	81,767
32	72,818	73,656	74,519	75,368	76,221	77,082	77,920	78,757	79,610	80,203	81,297	82,145	82,997
33	74,048	74,890	75,749	76,599	77,452	78,309	79,146	79,988	80,836	81,482	82,533	83,378	84,230
34	75,284	76,116	76,988	77,832	78,683	79,542	80,382	81,223	82,069	82,761	83,765	84,611	85,464
35	76,515	77,359	78,217	79,061	79,915	80,766	81,608	82,454	83,302	84,043	84,996	85,846	86,694
36	77,864	78,711	79,564	80,408	81,261	82,110	82,955	83,802	84,657	85,444	86,345	87,194	88,041
37	79,317	80,170	81,017	81,863	82,716	83,559	84,404	85,266	86,115	86,959	87,803	88,652	89,504
38	80,776	81,625	82,420	83,319	84,165	85,018	85,863	86,719	87,566	88,406	89,264	90,112	90,958
39	82,525	83,459	84,401	85,344	86,287	87,226	88,175	89,114	90,053	90,995	91,933	92,778	93,631
40	84,401	85,344	86,289	87,226	88,174	89,114	90,055	90,995	91,933	92,878	93,820	94,668	95,518
41	86,289	87,226	88,175	89,110	90,053	90,995	91,933	92,878	93,820	94,764	95,704	96,553	97,402
42	88,175	89,114	90,053	90,995	91,933	92,878	93,824	94,764	95,704	96,643	97,584	98,435	99,277
43	90,053	90,995	91,933	92,878	93,820	94,780	95,704	96,643	97,584	98,535	99,474	100,316	101,167
44	92,410	93,362	94,290	95,240	96,175	97,123	98,071	99,002	99,942	100,891	101,827	102,680	103,527
45	94,764	95,704	96,644	97,584	98,541	99,474	100,419	101,346	102,306	103,235	104,183	105,030	105,879
46	97,124	98,070	99,003	99,942	100,891	102,076	103,008	103,954	104,892	105,842	106,773	107,621	108,475
47	99,473	100,419	101,352	102,306	103,235	104,656	105,603	106,546	107,478	108,423	109,363	110,213	111,062

2019-2020

3.80%	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	55,534	56,413	57,304	58,185	59,073	59,960	60,832	61,705	62,588	63,100	64,340	64,977	66,104
2	55,934	56,813	57,704	58,585	59,473	60,360	61,232	62,105	62,988	63,500	64,740	65,377	66,504
3	56,349	57,228	58,120	59,000	59,888	60,775	61,647	62,520	63,403	63,915	65,155	65,793	66,919
4	56,778	57,656	58,547	59,428	60,316	61,204	62,074	62,947	63,831	64,344	65,584	66,220	67,348
5	57,218	58,097	58,989	59,869	60,757	61,645	62,516	63,389	64,272	64,785	66,025	66,661	67,789
6	57,672	58,550	59,442	60,322	61,210	62,097	62,969	63,842	64,726	65,238	66,478	67,115	68,241
7	58,136	59,013	59,906	60,786	61,675	62,561	63,432	64,306	65,188	65,701	66,942	67,579	68,705
8	58,611	59,488	60,380	61,261	62,148	63,037	63,908	64,782	65,663	66,177	67,417	68,053	69,181
9	59,096	59,974	60,867	61,748	62,635	63,521	64,395	65,267	66,149	66,663	67,902	68,538	69,666
10	59,592	60,469	61,361	62,242	63,131	64,016	64,890	65,762	66,643	67,158	68,397	69,035	70,163
11	60,096	60,972	61,867	62,745	63,635	64,521	65,394	66,268	67,148	67,663	68,902	69,539	70,669
12	60,621	61,499	62,394	63,272	64,163	65,047	65,922	66,793	67,674	68,189	69,430	70,067	71,194
13	61,170	62,049	62,942	63,821	64,712	65,597	66,469	67,342	68,223	68,737	69,976	70,617	71,743
14	61,456	62,333	63,228	64,108	64,999	65,882	66,755	67,629	68,510	69,023	70,263	70,902	72,028
15	61,741	62,620	63,514	64,394	65,284	66,169	67,042	67,913	68,791	69,309	70,550	71,185	72,314
16	62,039	62,914	63,811	64,689	65,580	66,465	67,337	68,210	69,091	69,606	70,846	71,484	72,610
17	62,337	63,213	64,109	64,985	65,877	66,763	67,635	68,510	69,387	69,902	71,143	71,782	72,907
18	62,644	63,522	64,416	65,294	66,109	67,071	67,944	68,817	69,695	70,212	71,452	72,087	73,216
19	62,954	63,832	64,727	65,606	66,495	67,382	68,253	69,126	70,006	70,520	71,759	72,397	73,525
20	63,275	64,153	65,045	65,928	66,814	67,701	68,573	69,447	70,326	70,841	72,081	72,718	73,846
21	63,595	64,473	65,368	66,248	67,139	68,022	68,895	69,767	70,647	71,164	72,403	73,040	74,168
22	64,360	65,235	66,130	67,009	67,900	68,784	69,655	70,532	71,855	71,924	73,168	73,801	74,928
23	65,155	66,033	66,924	67,803	68,693	69,581	70,448	71,325	72,208	72,722	73,960	74,596	75,726
24	65,982	66,861	67,752	68,630	69,518	70,404	71,277	72,154	73,035	73,546	74,787	75,426	76,555
25	66,841	67,720	68,611	69,493	70,380	71,269	72,135	73,015	73,893	74,406	75,647	76,285	77,413
26	67,738	68,615	69,504	70,389	71,274	72,164	73,032	73,910	74,787	75,300	76,540	77,179	78,306
27	68,674	69,552	70,443	71,324	72,211	73,101	73,970	74,845	75,725	76,238	77,477	78,114	79,242
28	69,653	70,534	71,425	72,302	73,190	74,080	74,950	75,825	76,706	77,219	78,462	79,095	80,212
29	70,692	71,575	72,466	73,340	74,232	75,122	75,989	76,865	77,747	78,260	79,502	80,132	81,264
30	71,811	72,687	73,586	74,463	75,347	76,242	77,109	77,982	78,861	79,380	80,622	81,252	82,381
31	73,030	73,905	74,797	75,675	76,561	77,453	78,322	79,194	80,074	80,594	81,832	82,465	83,598
32	74,299	75,179	76,073	76,952	77,844	78,735	79,599	80,473	81,352	81,920	83,114	83,991	84,874
33	75,585	76,455	77,351	78,232	79,117	80,011	80,881	81,750	82,635	83,251	84,386	85,267	86,151
34	76,862	77,736	78,627	79,510	80,395	81,285	82,154	83,028	83,908	84,578	85,669	86,546	87,431
35	78,145	79,008	79,914	80,790	81,673	82,565	83,437	84,309	85,188	85,906	86,948	87,826	88,712
36	79,423	80,299	81,189	82,065	82,952	83,835	84,709	85,587	86,467	87,237	88,226	89,108	89,988
37	80,823	81,702	82,587	83,464	84,349	85,230	86,107	86,986	87,874	88,691	89,626	90,507	91,387
38	82,331	83,216	84,096	84,974	85,859	86,734	87,611	88,506	89,387	90,263	91,140	92,021	92,905
39	83,845	84,727	85,552	86,485	87,363	88,249	89,126	90,014	90,894	91,765	92,656	93,536	94,414
40	85,661	86,630	87,608	88,587	89,566	90,541	91,526	92,500	93,475	94,453	95,426	96,304	97,189
41	87,608	88,587	89,568	90,541	91,525	92,500	93,477	94,453	95,426	96,407	97,385	98,265	99,148
42	89,568	90,541	91,526	92,496	93,475	94,453	95,426	96,407	97,385	98,365	99,341	100,222	101,103
43	91,526	92,500	93,475	94,453	95,426	96,407	97,389	98,365	99,341	100,315	101,292	102,176	103,050
44	93,475	94,453	95,426	96,407	97,385	98,382	99,341	100,315	101,292	102,279	103,254	104,128	105,011
45	95,922	96,910	97,873	98,859	99,830	100,814	101,798	102,764	103,740	104,725	105,696	106,582	107,461
46	98,365	99,341	100,316	101,292	102,286	103,254	104,235	105,197	106,194	107,158	108,142	109,021	109,902
47	100,815	101,797	102,765	103,740	104,725	105,955	106,922	107,904	108,878	109,864	110,830	111,711	112,597

2020-2021

3.20%	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	56,911	57,818	58,738	59,647	60,563	61,479	62,379	63,280	64,191	64,719	65,999	66,656	67,819
2	57,311	58,218	59,138	60,047	60,963	61,879	62,779	63,680	64,591	65,119	66,399	67,056	68,219
3	57,724	58,631	59,551	60,460	61,376	62,292	63,191	64,092	65,004	65,532	66,812	67,469	68,632
4	58,152	59,059	59,980	60,888	61,804	62,720	63,620	64,521	65,432	65,960	67,240	67,898	69,060
5	58,595	59,501	60,421	61,330	62,246	63,163	64,060	64,961	65,874	66,403	67,683	68,339	69,503
6	59,049	59,956	60,877	61,785	62,701	63,618	64,517	65,417	66,329	66,858	68,138	68,794	69,958
7	59,518	60,424	61,344	62,252	63,169	64,084	64,984	65,885	66,797	67,326	68,605	69,263	70,425
8	59,996	60,901	61,823	62,731	63,649	64,563	65,462	66,364	67,274	67,803	69,084	69,742	70,904
9	60,487	61,392	62,312	63,221	64,137	65,054	65,953	66,855	67,764	68,295	69,574	70,231	71,395
10	60,987	61,893	62,815	63,724	64,639	65,554	66,456	67,356	68,266	68,796	70,075	70,731	71,895
11	61,499	62,404	63,325	64,234	65,151	66,065	66,966	67,866	68,776	69,307	70,586	71,244	72,408
12	62,019	62,923	63,847	64,753	65,671	66,586	67,487	68,389	69,297	69,828	71,107	71,764	72,930
13	62,561	63,467	64,391	65,297	66,216	67,129	68,032	68,930	69,840	70,371	71,652	72,309	73,472
14	63,127	64,035	64,956	65,863	66,783	67,696	68,596	69,497	70,406	70,937	72,215	72,877	74,039
15	63,423	64,328	65,251	66,159	67,079	67,990	68,891	69,793	70,702	71,232	72,511	73,171	74,333
16	63,717	64,624	65,546	66,455	67,373	68,286	69,187	70,086	70,992	71,527	72,808	73,463	74,628
17	64,024	64,927	65,853	66,759	67,679	68,592	69,492	70,393	71,302	71,833	73,113	73,771	74,934
18	64,332	65,236	66,160	67,065	67,985	68,899	69,799	70,702	71,607	72,139	73,420	74,079	75,240
19	64,649	65,555	66,477	67,383	68,224	69,217	70,118	71,019	71,925	72,459	73,738	74,394	75,559
20	64,969	65,875	66,798	67,705	68,623	69,538	70,437	71,338	72,246	72,777	74,055	74,714	75,878
21	65,300	66,206	67,126	68,038	68,952	69,867	70,767	71,669	72,576	73,108	74,388	75,045	76,209
22	65,630	66,536	67,460	68,368	69,287	70,199	71,100	72,000	72,908	73,441	74,720	75,377	76,541
23	66,420	67,323	68,246	69,153	70,073	70,985	71,884	72,789	74,154	74,226	75,509	76,163	77,326
24	67,240	68,146	69,066	69,973	70,891	71,808	72,702	73,607	74,519	75,049	76,327	76,983	78,149
25	68,093	69,001	69,920	70,826	71,743	72,657	73,558	74,463	75,372	75,899	77,180	77,840	79,005
26	68,980	69,887	70,807	71,717	72,632	73,550	74,443	75,351	76,258	76,787	78,068	78,726	79,890
27	69,906	70,811	71,728	72,641	73,555	74,473	75,369	76,275	77,180	77,710	78,989	79,649	80,812
28	70,872	71,778	72,697	73,606	74,522	75,440	76,337	77,240	78,148	78,678	79,956	80,614	81,778
29	71,882	72,791	73,711	74,616	75,532	76,451	77,348	78,251	79,161	79,690	80,973	81,626	82,779
30	72,954	73,865	74,785	75,687	76,607	77,526	78,421	79,325	80,235	80,764	82,046	82,696	83,864
31	74,109	75,013	75,941	76,846	77,758	78,682	79,576	80,477	81,385	81,920	83,202	83,852	85,017
32	75,367	76,270	77,191	78,097	79,011	79,931	80,828	81,728	82,636	83,173	84,451	85,104	86,273
33	76,677	77,585	78,507	79,414	80,335	81,255	82,146	83,048	83,955	84,541	85,774	86,679	87,590
34	78,004	78,902	79,826	80,735	81,649	82,571	83,469	84,366	85,279	85,915	87,086	87,996	88,908
35	79,322	80,224	81,143	82,054	82,968	83,886	84,783	85,685	86,593	87,284	88,410	89,315	90,229
36	80,646	81,536	82,471	83,375	84,287	85,207	86,107	87,007	87,914	88,655	89,730	90,636	91,551
37	81,965	82,869	83,787	84,691	85,606	86,518	87,420	88,326	89,234	90,029	91,049	91,959	92,868
38	83,409	84,316	85,230	86,135	87,048	87,957	88,862	89,770	90,686	91,529	92,494	93,403	94,311
39	84,966	85,879	86,787	87,693	88,606	89,509	90,415	91,338	92,247	93,151	94,056	94,966	95,878
40	86,528	87,438	88,290	89,253	90,159	91,073	91,978	92,894	93,803	94,701	95,621	96,529	97,435
41	88,402	89,402	90,411	91,422	92,432	93,438	94,455	95,460	96,466	97,475	98,480	99,386	100,299
42	90,411	91,422	92,434	93,438	94,454	95,460	96,468	97,475	98,480	99,492	100,501	101,409	102,321
43	92,434	93,438	94,455	95,456	96,466	97,475	98,480	99,492	100,501	101,513	102,520	103,429	104,338
44	94,455	95,460	96,466	97,475	98,480	99,492	100,505	101,513	102,520	103,525	104,533	105,446	106,348
45	96,466	97,475	98,480	99,492	100,501	101,530	102,520	103,525	104,533	105,552	106,558	107,460	108,371
46	98,992	100,011	101,005	102,022	103,025	104,040	105,056	106,052	107,060	108,076	109,078	109,993	110,900
47	101,513	102,520	103,526	104,533	105,559	106,558	107,571	108,563	109,592	110,587	111,603	112,510	113,419

2021-2022

3.20%

	A-01	A-02	A-03	A-04	A-05	A-06	A-07	A-08	A-09	A-10	A-11	A-12	A-13
1	58,332	59,268	60,218	61,156	62,101	63,046	63,975	64,905	65,845	66,390	67,711	68,389	69,589
2	58,732	59,668	60,618	61,556	62,501	63,446	64,375	65,305	66,245	66,790	68,111	68,789	69,989
3	59,145	60,081	61,030	61,969	62,914	63,859	64,788	65,718	66,658	67,203	68,524	69,202	70,402
4	59,571	60,507	61,457	62,395	63,340	64,285	65,213	66,143	67,084	67,629	68,950	69,628	70,828
5	60,013	60,949	61,899	62,836	63,782	64,727	65,656	66,586	67,526	68,071	69,392	70,071	71,270
6	60,470	61,405	62,354	63,293	64,238	65,184	66,110	67,040	67,982	68,528	69,849	70,526	71,727
7	60,939	61,875	62,825	63,762	64,707	65,654	66,582	67,510	68,452	68,997	70,318	70,995	72,197
8	61,423	62,358	63,307	64,244	65,190	66,135	67,063	67,993	68,935	69,480	70,800	71,479	72,679
9	61,916	62,850	63,801	64,738	65,686	66,629	67,557	68,488	69,427	69,973	71,295	71,974	73,173
10	62,423	63,357	64,306	65,244	66,189	67,136	68,063	68,994	69,932	70,480	71,800	72,478	73,680
11	62,939	63,874	64,825	65,763	66,707	67,652	68,583	69,511	70,451	70,997	72,317	72,994	74,196
12	63,467	64,401	65,351	66,289	67,236	68,179	69,109	70,038	70,977	71,525	72,845	73,524	74,725
13	64,004	64,937	65,890	66,825	67,772	68,717	69,647	70,577	71,515	72,062	73,382	74,060	75,264
14	64,563	65,498	66,452	67,387	68,335	69,277	70,209	71,136	72,075	72,623	73,945	74,623	75,823
15	65,147	66,084	67,035	67,971	68,920	69,862	70,791	71,721	72,659	73,207	74,526	75,209	76,408
16	65,453	66,386	67,339	68,276	69,226	70,166	71,096	72,026	72,964	73,511	74,831	75,512	76,712
17	65,756	66,692	67,643	68,582	69,529	70,471	71,401	72,329	73,264	73,816	75,138	75,814	77,016
18	66,073	67,005	67,960	68,895	69,845	70,787	71,716	72,646	73,584	74,132	75,453	76,132	77,332
19	66,391	67,324	68,277	69,211	70,161	71,104	72,033	72,964	73,898	74,447	75,769	76,450	77,648
20	66,718	67,653	68,604	69,539	70,407	71,432	72,362	73,292	74,227	74,778	76,098	76,775	77,977
21	67,048	67,983	68,936	69,872	70,819	71,763	72,691	73,621	74,558	75,106	76,425	77,105	78,306
22	67,390	68,325	69,274	70,215	71,158	72,103	73,032	73,962	74,898	75,447	76,768	77,446	78,648
23	67,730	68,665	69,619	70,556	71,504	72,445	73,375	74,304	75,241	75,791	77,111	77,789	78,990
24	68,545	69,477	70,430	71,366	72,315	73,257	74,184	75,118	76,527	76,601	77,925	78,600	79,800
25	69,392	70,327	71,276	72,212	73,160	74,106	75,028	75,962	76,904	77,451	78,769	79,446	80,650
26	70,272	71,209	72,157	73,092	74,039	74,982	75,912	76,846	77,784	78,328	79,650	80,331	81,533
27	71,187	72,123	73,073	74,012	74,956	75,904	76,825	77,762	78,698	79,244	80,566	81,245	82,446
28	72,143	73,077	74,023	74,966	75,909	76,856	77,781	78,716	79,650	80,197	81,517	82,198	83,398
29	73,140	74,075	75,023	75,961	76,907	77,854	78,780	79,712	80,649	81,196	82,515	83,194	84,395
30	74,182	75,120	76,070	77,004	77,949	78,897	79,823	80,755	81,694	82,240	83,564	84,238	85,428
31	75,289	76,229	77,178	78,109	79,058	80,007	80,930	81,863	82,803	83,348	84,671	85,342	86,548
32	76,480	77,413	78,371	79,305	80,246	81,200	82,122	83,052	83,989	84,541	85,864	86,535	87,738
33	77,779	78,711	79,661	80,596	81,539	82,489	83,414	84,343	85,280	85,835	87,153	87,827	89,034
34	79,131	80,068	81,019	81,955	82,906	83,855	84,775	85,706	86,642	87,246	88,519	89,453	90,393
35	80,500	81,427	82,380	83,319	84,262	85,213	86,140	87,066	88,008	88,664	89,873	90,812	91,753
36	81,860	82,791	83,740	84,680	85,623	86,570	87,496	88,427	89,364	90,077	91,239	92,173	93,116
37	83,227	84,145	85,110	86,043	86,984	87,934	88,862	89,791	90,727	91,492	92,601	93,536	94,481
38	84,588	85,521	86,468	87,401	88,345	89,287	90,217	91,152	92,089	92,910	93,963	94,902	95,840
39	86,078	87,014	87,957	88,891	89,834	90,772	91,706	92,643	93,588	94,458	95,454	96,392	97,329
40	87,685	88,627	89,564	90,499	91,441	92,373	93,308	94,261	95,199	96,132	97,066	98,005	98,946
41	89,297	90,236	91,115	92,109	93,044	93,987	94,921	95,867	96,805	97,731	98,681	99,618	100,553
42	91,231	92,263	93,304	94,348	95,390	96,428	97,478	98,515	99,553	100,594	101,631	102,566	103,509
43	93,304	94,348	95,392	96,428	97,477	98,515	99,555	100,594	101,631	102,676	103,717	104,654	105,595
44	95,392	96,428	97,478	98,511	99,553	100,594	101,631	102,676	103,717	104,761	105,801	106,739	107,677
45	97,478	98,515	99,553	100,594	101,631	102,676	103,721	104,761	105,801	106,838	107,878	108,820	109,751
46	99,553	100,594	101,631	102,676	103,717	104,779	105,801	106,838	107,878	108,930	109,968	110,899	111,839
47	102,160	103,211	104,237	105,287	106,322	107,369	108,418	109,446	110,486	111,534	112,568	113,513	114,449
48	104,761	105,801	106,839	107,878	108,937	109,968	111,013	112,037	113,099	114,126	115,174	116,110	117,048
49	107,370	108,417	109,447	110,486	111,534	112,845	113,875	114,920	115,958	117,008	118,037	118,975	119,918

**APPENDIX 16:31
CO-CURRICULAR ACTIVITIES**

Co-Curricular Positions.

Co-curricular position and monetary stipend Tiers shall be as follows:

Club	Tier
Senior Class Advisor	VI - 1
Student Council DMS	VI - 2
Student Government SHS	VI - 3
Yearbook Advisor DMS	VI - 4
Yearbook Advisor SHS	VI - 5
All School Show Director	V - 1
Cheerleading Director	V - 2
Fall Drama Director	V - 3
Junior Class Advisor	V - 4
All School Show Technical Director	IV - 1
All School Show-Orchestra	IV - 2
All School Show-Vocals	IV - 3
Jazz Ensemble	IV - 4
Cheerleading Assistant	III - 1
Intramurals Boys DMS	III - 2
Intramurals Boys SHS	III - 3
Intramurals Girls DMS	III - 4
Intramurals Girls SHS	III - 5
Intramurals DMS 4-6	III - 6
All School Show Asst. Tech. Dir. (Lights/Sound)	II - 1
DMS Drama Director	II - 2
National Honor Society SHS	II - 3
National Junior Honor Society DMS	II - 4
Outdoor Club	II - 5
Science Olympiad DMS	II - 6
Science Olympiad SHS	II - 7
Ski Club Advisor DMS	II - 8
Ski Club Advisor SHS	II - 9
All School Show Choreographer	I - 1
All School Show Costumer	I - 2
Book Club	I - 3
Chess Club KCH	I - 4
French Honor Society	I - 5
Freshman Class	I - 6
Literary Magazine	I - 7
Math League	I - 8

Mock Trial	I – 9
SADD (7-12)	I - 10
Sophomore Class	I - 11
Teen Institute	I - 12
Yearbook Assistant SHS	I - 13
Youth Environ. Action/DMS Tech Club	I - 14
Peace Through Language	I - 15
Mustang Pride	I - 16
Jazz Band DMS	I - 17
Spanish Club	I - 18

- A. All extracurricular positions will be ONE (1) position for the entire year. It is possible that two (2) individuals may share a position with their pay being prorated appropriately.
- B. Any organization omitted by oversight, or any new organization formed during the duration of this contract will be added to the list by the Superintendent of Schools. This list is intended to include all organizations approved by the District.

Co-Curricular Stipends*

Tier	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
I	\$1,378	\$1,421	\$1,475	\$1,522	\$1,571
II	\$1,903	\$1,962	\$2,037	\$2,102	\$2,169
III	\$2,429	\$2,504	\$2,599	\$2,682	\$2,768
IV	\$2,954	\$3,046	\$3,162	\$3,263	\$3,367
V	\$3,479	\$3,587	\$3,723	\$3,842	\$3,965
VI	\$4,005	\$4,129	\$4,286	\$4,423	\$4,565

* The annual increases in stipends, set forth in the chart immediately above, were determined by applying the negotiated percentage salary increase for the year (i.e., 2017-2018 – 3.0%; 2018-2019 – 3.1%; 2019-2020 – 3.8%; 2020-2021 – 3.2%; 2021-2022 – 3.2%) to the aggregate dollar value of all co-curricular stipends and dividing that aggregate dollar value by the number of existing co-curricular positions; that equal dollar amount was then added to each Tier.

- A. Payment for activities that run for less than the entire academic year will be made by the District at the end of the activity.

Payment for activities that run for the entire academic year will, at the option of the advisor, be made either: a) in one (1) payment at the end of the school year; or

b) in two (2) payments - one (1) in the middle and one (1) at the end of the school year.

B. Payment of stipend - see Article 16:43

**APPENDIX 16:32
COACHING SALARY SCHEDULE*
(WEEKLY SALARIES)**

<u>Sport</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>
Football (boys only)	\$578	\$596	\$619	\$639	\$659
Basketball (boys & girls)	\$578	\$596	\$619	\$639	\$659
Gymnastics (girls only)	\$578	\$596	\$619	\$639	\$659
Wrestling (boys only)	\$578	\$596	\$619	\$639	\$659
Baseball (boys only)	\$578	\$596	\$619	\$639	\$659
Track (boys & girls)	\$578	\$596	\$619	\$639	\$659
Softball (girls only)	\$578	\$596	\$619	\$639	\$659
Volleyball (girls only)	\$578	\$596	\$619	\$639	\$659
Soccer (boys & girls)	\$578	\$596	\$619	\$639	\$659
Lacrosse (boys & girls)	\$578	\$596	\$619	\$639	\$659
Indoor Track (girls & boys)	\$578	\$596	\$619	\$639	\$659
Golf (boys & girls)	\$578	\$596	\$619	\$639	\$659
Tennis (boys & girls)	\$578	\$596	\$619	\$639	\$659
Cross Country (one head coach)	\$578	\$596	\$619	\$639	\$659

* Longevity pay for coaching has been deleted.

Assignment of assistant varsity coaches

The District will determine the number of assistant varsity coaches based on:

- Risk level of sport
- Enrollment in sport
- Skill levels and intensity of techniques required in the sport
- Title IX obligations